

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
School Committee Regular Meeting  
Thursday, October 13, 2016  
6:30 PM***

*Arlington High School  
School Committee Room, 6th Floor  
869 Mass Avenue  
Arlington, MA 02476*

*6:30 PM Open Meeting*

*6:40 PM Public Participation*

*6:50 PM Update on School Trips*

- *AHS Foreign Exchange Trip, TBD (originally approved 10/22/2015)*
- *AHS Trip: Cape Town, South Africa, February 16-28, 2017*
- *AHS Trip: London and Environs April 13, 2017*
- *AHS Trip: Poland and Prague June of 2017*

*7:00 PM Buffer Zone Report, J. Mike Remy*

*7:15 PM Diversity Hiring Report, R. Spiegel*

*7:30 PM State Accountability Data Report and Analysis, L. Chesson*

*8:00 PM Superintendent's Report K. Bodie*

- *Update on School Building Projects*
- *Ottoson Modulars*
- *Enrollment*
- *School Enrollment Task Force Report*
- *Timeline for Gibbs*

*8:30 PM Consent Agenda*

*All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:*

- *Warrant for Approval: Warrant Number 17047, Dated 9/22/2016, Total Warrant Amount #777,970.64*
- *Approval of Minutes: ASC Regular Minutes, September 22, 2016*
- *Approval of AHS Trip: AHS Foreign Exchange Trip, TBD (originally approved 10/22/2015)*
- *Approval of AHS Trip: Cape Town, South Africa, February 16-28, 2017*

- *Approval of AHS Trip: London and Environs April 13, 2017*
- *Approval of AHS Trip: Poland and Prague June of 2017*

*8:40 PM Policy to review:*

*8:50 PM Subcommittee & Liaison Reports & Announcements*

- *Budget, Kirsi Allison-Ampe, MD. (Chair)*
- *Community Relations, Cindy Starks, (Chair)*
- *District Accountability, Curriculum/Instruction & Assessment, (CIAA) Paul Schlichtman, (Chair)*
- *Facilities, Jeff Thielman (Chair)*
- *Policies & Procedures, Bill Hayner (Chair)*
- *School Enrollment Task Force, Bill Hayner, Cindy Starks, Jeff Thielman*
- *Warrant Committee, Bill Hayner*
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*

*9:10 PM Executive Session*

- *Executive Session*
  - *To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and /or nonunion in which if held in an open meeting may have a detrimental effect.*
  - *To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting may have a detrimental effect, Collective bargaining may also be conducted.*
- *Approve MOA for two additional AEA stipends at OMS*
- *Vote to approve the following Executive Session Minutes: September 22, 2016,*

*9:20 PM Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Jennifer Susse, Chair*

*Correspondence Received:*

*Warrant 9/22/2016*

*Draft Minutes from 9/22/2016 Regular and Executive Session*

*Proposal for 4 AHS Trips*

*Recommendation to SETF 10/5/2016*

*Classroom*

*Diversity Hiring Report*

*State Accountability Data Report*

*MASC Newsletter*  
*AEA MOA*



## Town of Arlington, Massachusetts

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### 6:50 PM Update on School Trips

#### **Summary:**

- AHS Foreign Exchange Trip, TBD (originally approved 10/22/2015)
- AHS Trip: Cape Town, South Africa, February 16-28, 2017
- AHS Trip: London and Environs April 13, 2017
- AHS Trip: Poland and Prague June of 2017

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Backup Material	NYC_Trip.pdf	NYC Trip
<input type="checkbox"/> Backup Material	LondonandEnvironsTripApplication2016-17.pdf	London and Environs
<input type="checkbox"/> Backup Material	CAPETOWN__South_Africa.pdf	Cape Town, South Africa 2/16/2017 - 2/28/2017
<input type="checkbox"/> Backup Material	POLAND_AND_PRAGUE_JUNE_2017_2.pdf	Poland and Prague June 2017

Arlington Public Schools  
Student Out of State and Travel Abroad Application

**Today's Date** September 27, 2016

**Trip Leader Name** Joe Vautour and Mary Villano

School AHS

E-mail address mvillano@arlington.k12.ma.us

Subject/Grade 9-12

Phone x3632

**Trip Destination: City(s)/Country**

New York City

**Dates of Trip**

Departure Date December 2, 2016

Method of transportation Bus

Return Date December 4, 2016

Leaving from high school

**Purpose of Trip (check all that apply)**

Cultural

Sister City

Other (describe)

Educational

Home Stay

Student Exchange

**Itinerary**

See attached

**Educational Value of Trip**

This trip will provide historical and cultural information about the United States to students new to our country.

**Impact of missing school**

Students will be instructed to see their teachers to make up work they will miss on Friday. Teachers will be notified ahead of time.

**Who may go on the trip? (requirements to participate)**

Foreign Exchange Students and interested Arlington students

**Cost of trip per student? \$630.00**

What is included in the trip?

Bus, tours, tour guide, tips

Hotel Stay

Breakfast and dinner and some lunches

Entrance Fees to sites

**What is not included in the trip? What expenses will students incur during the trip?**

Lunches and spending money for souvenirs, personal expenses

**Other Chaperones TBA**

Name	School	Subject/Grade
E-mail address	Phone	

**How do students register for the trip? Is there a payment plan? Describe.**

Students register on-line with tour company. They make payments directly to the company online

**Is there a process in place for students who cannot pay for the trip? (scholarships?)**

At this time, there are no scholarship funds available. Students in exchange program are well off and do not need financial assistance.

**Please list the name and contact information for the agency you are working with, if applicable.**

Explorica Inc  
145 Tremont Street  
6<sup>th</sup> Floor  
Boston, MA 02111  
1-888-310-7120

**Are they insured? Describe the trip insurance plan.**

They are insured for:  
Trip Cancellation  
Travelers Injury, sickness, death of family member  
Theft of passport  
Loss of luggage  
Emergency transport to hospital or home  
Reimbursement of medical expenses for emergencies  
See attached

**Describe the refund policy.**

See attached

**Describe how you will factor emergency cash into the trip budget.**

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Students will be asked to contribute \$10.00 each for emergencies. Unused funds will be reimbursed at end of trip.

**Describe how you will communicate with parents before and during the trip.**

Mandatory parent meeting two weeks before trip

We will share chaperone cell phone numbers and hotel contact information.

We will collect parent preferred contact information and email addresses.

Students will be encouraged to bring cell phones.

**Describe how you will communicate with administration before and during the trip.**

Meet with principal before trip.

Share itinerary with administrative staff as well as chaperone contact information before trip.

Determine how administrators would like to be contacted in case of emergencies.

Determine if administrators would like additional communication during trip.

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

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Name

Date

Signature of Department Head

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Name

Department

Date

Signature of Principal

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Name

School

Date

Signature of Superintendent

---

Name

Date

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2 weeks

Agency *Explorica*

Agency Insurance Please see attached

Refund Policy Please see attached

Emergency Cash We will collect \$10. Per student for emergencies

Communication with Parents

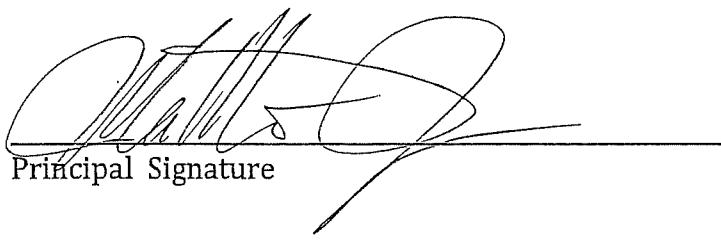
Parents will receive initial flier

We will have a parent meeting within two weeks before trip

We will share our phone numbers, itinerary, hotel information, etc with parents

We will ask parents for their preferred contact information

Students will be encouraged to bring their own cell phones

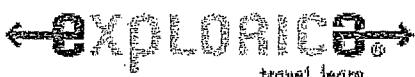


Principal Signature

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Superintendent Signature

*Kathy has asked that you use the trip forms.*



# New York City Essentials

## GROUP INFORMATION

### Tour Center ID:

Vautour-5268

### Departing From:

Arlington, MA, USA

Departing From: Arlington,  
MA, USA

### Departing:

December 2, 2016

### Returning:

December 4, 2016

### Sign Up Deadline

October 3, 2016

### YOU CAN SIGN UP AT:

<http://www.explorica.com/Vautour-5268>  
(/Vautour-5268)

## TOUR ITINERARY (DETAILED)

### Day 1 Hello New York

Meet your tour director

Midtown walking tour

Rockefeller Center, St. Patrick's Cathedral, Trump Tower, Times Square, Grand Central Terminal

Dinner

Empire State Building & Observatory visit

#### *Details: Midtown walking tour*

Take a walking tour through the humming streets of New York's Midtown which is the home of famous sights such as Times Square, Rockefeller Center, Madison Square Garden and some of the city's most revered museums and institutions.

#### *Details: Empire State Building & Observatory visit*

The Empire State Building rises over the Manhattan skyline like a throne. Admire its Art Deco curves up close as you ascend a quarter of a mile skyward to get New York's best aerial view. From the top, you'll see the Monopoly-board patchwork of skyscrapers, hotels, apartments, and parks that make up the city. Note that the tallest buildings cluster in Midtown—this section of the island has the strongest foundations, making it the only area where skyscrapers won't sink into the harbor.

### Day 2 Downtown New York

## BEST PRICE guaranteed

**Total Fee:\*** **\$630.00**

### Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	\$547.00
Private Group Fee	\$66.00
On-Tour Tipping	\$17.00

**Total Fee\*** **\$630.00**

OR 1 monthly payments of \$580.00  
After initial payment of \$50.00

\* Tour Fee increases on Oct 4, 2016,  
tour fee will never change after sign-up.

### Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement	\$45.00
Twin Room Upgrade	\$70.00
Additional Adult Fee	\$115.00

## TOUR FEE INCLUDES:

- Round-trip transportation
- 2 overnight stays in hotels with private bathrooms
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Breakfast  
Harbor Cruise  
Lower Manhattan guided sightseeing tour  
Trinity Church, Wall Street, 9/11 Memorial  
visit, Chinatown, Little Italy  
Dinner  
Broadway show

*Details: Harbor Cruise*

This sunset cruise is the perfect end to a long day of touring the Big Apple. Relax as you set sail down the Hudson and get to take in New York City's world reknown skyline. For two hours you'll get to enjoy upclose views of the city's iconic sights, such as: the Statue of Liberty and Ellis Island, the Brooklyn Bridge, the Chrysler Building, and many more!

*Details: Lower Manhattan guided sightseeing tour*

Tour Lower Manhattan, where industry, immigration, and colonial history converge. As the symbol of Western capitalism, Wall Street's modern traders bristle with cell phones, PDAs, and other modern tech accessories. This area's original traders, however, were Dutch colonialists, who gave the street its name by building a wall here to protect themselves from British settlers. Nearby Trinity Church, once the tallest building in the city, holds the grave of Alexander Hamilton and other Revolutionary luminaries who helped shape the emerging United States, and thousands of immigrants, who shaped the modern country, came in through Battery Park, the immigration entry point for the city until the operation moved to Ellis Island.

*Details: Broadway show*

If it sings and dances, laughs or cries, you'll find it here. The range of Broadway's theatrical productions, from Shakespearean tragedies to sequins-and-feathers musicals, is immense, and the glitter, hype, and talent draw audiences from around the world. See some of the biggest theater America has to offer on one of its most famous streets.

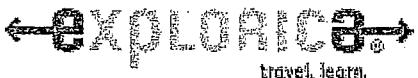
### **Day 3 Uptown New York**

Breakfast  
American Museum of Natural History and Hayden  
Planetarium visit  
Fifth & Madison Avenues  
Travel home

*Details: American Museum of Natural History and Hayden*

*Planetarium visit*

Walk past exhibits chronicling human evolution, see examples of minerals, gems and space meteors and stand next to full-sized dinosaur skeletons in the grand marble halls of this museum. Then, blast off on a fascinating journey to the stars at museum's Hayden Planetarium.



## Travel Protection Plan

**Learn more about Explorica's Travel Protection Plan**

### EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

#### EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

#### EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

### TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

#### TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury,

sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

### **TRAVEL DELAY**

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

### **MEDICAL EXPENSE/EMERGENCY ASSISTANCE**

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

### **BAGGAGE & PERSONAL EFFECTS**

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

### **PRE-EXISTING CONDITIONS WAIVER**

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate (<http://www.tripmate.com/wpA433E>)

**The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.**

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

## HOW TO SUBMIT A CLAIM

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: F433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

- Online - visit <https://www.travelclaimsonline.com>  
(<https://www.travelclaimsonline.com/>)
- Phone - call to 1.800.888.7292 during business hours.
- Fax - 1.816.523.3379
- Mail - Trip Mate, Inc.  
9225 Ward Parkway  
Kansas City, MO 64114

If you choose to submit your claim online, you will be prompted to enter your plan number (noted above). Make sure to only fill in the fields marked with asterisks.

**Please note once finished with the online form, you must print, sign, and send it to Trip Mate.**





## Fees FAQs

### Tour Fee

- Cancellation Fee (International Tours)
- Cancellation Fee (US & Canada Bus Tours)
- Cancellation Fee (US & Canada Flight Tours)
- Private Group Fee
- Bounced Check Fee
- Lifetime Membership Fee
- Non-Refundable Deposit
- Adult Fees
- Double/Twin or Single Room Supplements
- Airport Fees & Taxes
- Optional Extras

### Tour Fee

#### What's included in your Tour Fee:

- Round-trip airfare or bus transportation from your departure city
- Accommodation in triple or quad rooms (except on night trains, cruises, and ferries) always with private bathrooms, unless otherwise noted; participants may be roomed with other same-gender participants from the entire bus group
- Airport transfers at destination (except when booked Land Only or with an individual stay ahead or stay behind) and all transportation between cities, except when deviating from your group
- Local public transportation to all scheduled itinerary activities
- Full European or buffet-style breakfast daily, as per program description
- Dinner daily at your destination (unless otherwise noted)
- Lunch, per program description
- All excursions, led by professional local guides per program description
- City walks led by an Explorica Tour Director, per program description
- Visits to select attractions and theater tickets, per program description
- Full-time services of a professional Tour Director
- All non-optional gratuities
- 24-hour emergency service
- Overnight security in select cities on US and Canadian tours
- \$100 (\$50 for US and Canadian tours) discount toward any future tour with Explorica
- Tour Diary

#### What's generally NOT included in your Tour Fee:

- Passport, visa, transit visa and any required travel insurance
- Taxes, fuel surcharges, and airport fees (applies to tours departing prior to 9/1/14)
- Beverages at dinner

Lunch, unless specified in the itinerary
Optional excursions and/or extensions (including cruise shore excursions)
Explorica's Travel Protection Plans
Local transportation to unscheduled activities
Tips to Tour Director, bus drivers, local guides, and cruise staff
Weekend supplement of \$35 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, or Puerto Rico)
Any applicable private group fee or small group supplement
Any applicable baggage-handling fees imposed by airlines

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**Cancellation Fee  
(International Tours)**

**What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

**If you withdraw this  
many  
days prior to departure**

**You will receive a full refund minus the following  
amounts**

More than 140 Days	\$300 + the \$99 Non-Refundable Deposit
140-106 Days	\$500 + the \$99 Non-Refundable Deposit
105-66 Days	50% of all fees + the \$99 Non-Refundable Deposit
65-31 Days	75% of all fees + the \$99 Non-Refundable Deposit
30 Days or Less	No refund*

\* If you notify us of your cancellation in writing at least 24 hours prior to your departure you will receive a \$100 refund.

All cancellation requests must be submitted in writing by email to [cancellations@explorica.com](mailto:cancellations@explorica.com). If you cancel and name a replacement participant in writing at least 106 days prior to departure, we will refund \$200 of your cancellation fees. Regretfully, we cannot refund late fees, bank fees, transfer fees, Travel Protection plan costs, or visa fees and we cannot transfer any payments between participants. You will receive your refund within six weeks.

**Reinstating Enrollment**

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable). If no space becomes available, all original cancellation fees apply.

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## **Cancellation Fee (U.S. & Canada Bus Tours)**

### **What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

The following cancellation policies apply:

<b>If you withdraw this many days prior to departure</b>	<b>You will receive a full refund for covered reasons minus the following amounts</b>
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More than 60 Days	\$99 Non-Refundable Deposit
60-31 Days	50% of All Fees + \$99 Non-Refundable Deposit
30 Days or Less	100% of All Fees + \$99 Non-Refundable Deposit
All cancellation requests made within 60 days of your departure must be submitted in writing by email to <a href="mailto:cancellations@explorica.com">cancellations@explorica.com</a> . Regrettably, we cannot refund late fees, bank fees, transfer fees, tickets and deposits for pre-booked events, or Travel Protection plan costs, and we cannot transfer any payments between participants. You will receive your refund within six weeks.	

### **Name Swap Option**

Should you cancel your enrollment 31 days or more prior to departure and find a replacement participant for your enrollment slot, your cancellation fee will be reduced to only \$25 (plus all nonrefundable items). Note: The Travel Protection Plan is non-transferrable and non-refundable.

### **Reinstating Enrollment**

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable). If no space becomes available, all original cancellation fees apply.

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## **X Cancellation Fee (U.S. & Canada Flight Tours)**

### **What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

The following cancellation policies apply:

<b>If you withdraw this many days prior to departure</b>	<b>You will receive a full refund for covered reasons minus the following amounts</b>
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More than 95 Days	\$99 Non-Refundable Deposit
95-31 Days	50% of All Fees + \$99 Non-Refundable Deposit
30 Days or Less	100% of All Fees + \$99 Non-Refundable Deposit

\* If you notify us at least 14 days prior to your departure you will receive a \$50 refund.

All cancellation requests made within 95 days of your departure must be submitted in writing by email to [cancellations@explorica.com](mailto:cancellations@explorica.com). For Canada flight tours, if you cancel and name a replacement participant in writing at least 60 days prior to departure, we will credit your account \$75. Regrettably, we cannot refund late fees, bank fees, transfer fees, tickets and deposits for pre-booked events, or Travel Protection plan costs, and we cannot transfer any payments between participants. You will receive your refund within six weeks.

### **Reinstating Enrollment**

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable). If no space becomes available, all original cancellation fees apply.

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### **Private Group Fee**

If your group has elected to have its own bus and Tour Director rather than travel with other groups, a Private Group Fee will be added to each paying participant's account based on the reservation size selected in the pricing stage. This fee ensures that tour costs are covered for groups that do not reach Explorica's minimum group size requirements.

After the enrollment deadline has passed, the Private Group Fee will be reconciled on all paying participant accounts based on the final reservation size. At this time, an additional fee may be assessed if the final reservation size does not meet the original anticipated number of paying participants. Conversely, refunds will be issued if the group exceeds the original anticipated number of paying participants. Payment should be made promptly and the quoted fee for a private tour is based on your group size and tour costs.

The Private Group Fee will be reconciled on each paying participant's account one day after the tour's final enrollment deadline.

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### **Bounced Check Fee**

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop payment order are subject to a \$30 non-refundable fee.

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**Non-Refundable Deposit**

The Non-Refundable Deposit is \$99 per person for International tours departing from the U.S. and includes:

A \$100 discount on future International tours, or a \$50 discount of future North American tours

Access to your personal Tour Center for six months after each tour

The Non-Refundable Deposit is not transferable, and must be paid even if you only plan to travel with Explorica on one tour.

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**Adult Fees**

As our prices are based on student rates, we charge a flat rate adult supplement to those 23 years of age and over. The adult fee for international tours is \$130 per adult and \$45 per adult for US and Canada tours. For enrollments before January 10, 2012, the adult fee for international tours is \$125 per adult and \$40 per adult for US and Canada tours.

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**Double/Twin or Single Room Supplements**

All students room together in same-gender triples or quadruples (except on night trains, cruises & ferries). Adults are automatically placed in twin rooms unless a single is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a triple room. Participants under the age of 23 are not permitted to room in singles. Please note that single room accommodations are not available on night trains, cruises or ferries. Double/twin accommodations are not available on night trains, and cannot be guaranteed on ferries.

**The rooming supplements are:**

**International Tours**

Double/Twin: \$35 per night and \$70 for cruises and ferries

Single: \$70 per night

**U.S. & Canada Tours**

Double/Twin: \$35 per night

Single: \$70 per night

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## **X** Airport Fees & Taxes

Explorica's Tour Fees include airport fees, taxes, and airplane fuel surcharges.

### **These fees and taxes include:**

Airport taxes, which are levied by departure, arrival, and connecting airports

Security taxes and fees, introduced in response to September 11th

Immigration taxes

Airport improvement fees

Airline fuel surcharges

Passenger facility charges

Explorica does not implement or collect these charges. They are levied by the airports and transportation agencies that control all flights. We simply collect these fees from our travelers and pass them onto these agencies.

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## **Optional Extras**

Explorica offers a variety of optional excursions ([/faq.aspx](#)), specialized travel arrangements such as individual stay ahead and stay behinds and travel protection plans ([../../../../../resources/travel-protection-plan.aspx](#)) for each tour.

Please note that our Greek Cruise Line offers its own optional shore excursions. You are more than welcome to take advantage of these activities, but you must book them separately during your cruise through the cruise line. These activities are not associated with Explorica, and they are not included in your Tour Fee.

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## **FAQ SECTIONS**

[General FAQs](#) ([/faq.aspx](#))

[Fees FAQs](#) ([/fees-faqs.aspx](#))

**Arlington Public Schools**  
**Student Out of State and Travel Abroad Application**  
**Rev. 9/26/16**

Today's Date 10/4/16

Trip Leader Name Rebecca Walsh Bradley  
School AHS Subject/Grade English, 11th and 12th  
E-mail address rwalshbradley@arlington.k12.ma.us  
Phone 781.996.9231.

### Trip Destination: City(s)/Country

## London and Environs

Dates of Trip

Departure Date 4/13/17

Return Date 4/21/17

### Method of transportation

Leaving from (school, airport) Logan Airport

**Purpose of Trip (check all that apply)**

x Cultural

## x Educational

## □ Home Stay

Sister City

**Student Exchange**

Other (describe)

Itinerary (attach additional documents as necessary)

Please see attached documents.

### **Describe the educational purpose and value of the trip?**

We will be visiting sites of historical, literary and cultural value, including Shakespeare's birthplace, Oxford University, the Globe theater (where we will see a performance), the Tate Modern museum, Stonehenge, and much more. Both chaperones are English teachers, and we will be tremendously excited to share our passion for literature in the places wherein many of the classics we teach were conceived.

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

The trip will take place over Spring Break; no school will be missed.

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)

The trip is open to all current AHS students.

Cost of trip per student?

\$2,981.00

What is included in the trip?

Please see attached itinerary.

What is not included in the trip? What expenses will students incur during the trip?

Spending money and tips for tour guides are not included. (Explorica estimates tips at roughly \$53.)

Other Chaperones

Name	Tim Marten	School	AHS	Subject/Grade	English, 9th & 12th
E-mail address	tmarten@arlington.k12.ma.us	Phone	617.642.1040.		

Name	School	Subject/Grade
E-mail address	Phone	
Name	School	Subject/Grade
E-mail address	Phone	

**How do students register for the trip? Is there a payment plan? Describe.**

Yes. There is a \$50 deposit paid upon registration. The payment plan is five monthly payments of \$553.80, after an initial payment of \$212.00.

**Is there a process in place for students who have difficulty paying for the trip? (scholarships?)**

**Funds available?** There is one free spot for every six students signed up. If eighteen students sign up, we can offer one spot on the trip for free.

**Fundraising available?**

**Process for determining need?** We are still discussing how we will go about this. **This is a practice under development at the high school.**

Please list the name and contact information for the agency you are working with, if applicable. Explorica. 888.310.7120. Our Tour Center ID is: Marten-279

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

Yes, the cost of the Travel Protection Plan PLUS is included in the price. It covers lost tickets, passports, luggage, sickness as well as *Cancel for Any Reason* protection. Explorica uses TripMate insurance. See attached document for details.

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

Cancellation requests must be e-mailed to Explorica. See attached sheet for more information about the Travel Protection PLUS coverage.

**Describe how you will factor emergency cash into the trip budget.**

We are still discussing this contingency, but we will arrive at consensus soon.

**Describe how you will communicate with parents before and during the trip.**

We will have an informational session soon, and will communicate via e-mail afterwards. We will provide them with the phone numbers of all the hotels we will be using.

**Describe how you will communicate with administration during the trip.**

By phone and e-mail.

**REQUIRED DOCUMENTS (May be combined)**

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

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Name

Date

Signature of Department Head

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Name	Department	Date
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Signature of Principal

---

Name	School	Date
------	--------	------

Signature of Superintendent

**SAMPLE FORM**  
**Trip Policy Contract**

During school trips, students are “in school” for the entire trip. This means that all trip participants must comply with all school rules and policies and meet all other behavioral expectations for the trip for the duration of the trip, even in the evenings during usually private times. Violation of these expectations may lead a student to be sent home from the trip at their parents expense and may lead to school consequences when they return from the trip.

Participation in out-of-school trips is a privilege. The school must conscious of the safety of all students as well as the way in which the trip represents the school in our community. A student who within a month of the trip:

- Has been suspended from school.
- Is under suspension from extra curricular activities
- Is carrying a D or lower in any class
- Is in danger of receiving an FA due to attendance
- Experiences changes in medical conditions which may affect the safety of the student or trip.

will be subject to review by the administration along with an organizing faculty member from the trip

Exclusion from a trip for the reasons above will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

## AHS Trip Go Checklist - Complete these steps for all trips before departure.

- Meet with students and parents before departure to review school behavioral expectations. Share with administration (in-school rules apply for the entire trip). Parents and students sign a form that states they understand the behavioral expectations and consequences
- Trip leaders have checked State Department travel advisories and reviewed any reports with administration.
- Leave photocopies of all student and chaperone passports with Main Office
- Leave copies of itinerary and contact numbers (e.g., chaperones, hotels, trip sponsoring company, travel agents)

All trips must be approved before publicizing or scheduling.

- Complete International Trip application (See Mary Villano)
- Trip application reviewed, recorded, and signed by Mary Villano
- Trip approved by the Principal and Department Head (where appropriate) **before** submission to the Superintendent and School Committee.
- Trip approved by the Superintendent
- Trip approved by the School Committee.

Please check, sign, and return the principal before departure:

- Students accepted to the trip have all been screened (check with House Deans) and are in good standing in terms of behavior, attendance, and academics
- After students are accepted to the trip, all sign a Trip Policy Contract. Leave a copy with Administration.
- Students have all signed dates of deposits and understandings of refund policies (copy of file with administration).
- Students have completed school/trip medical form.
- Background check for non-school personnel traveling as chaperones or participants, if applicable.
- All non-school chaperones have signed Behavioral Expectations (if applicable).
- All parents sign the district release from liability language (can incorporate in other forms)

In the month before trip departure:

- Check for students who are in academic or behavioral difficulty. Check in with Deans
- All students remain in compliance of all criteria in Trip Policy Contract
- Check that all students and chaperones have current passports.
- Check that all students have round-trip tickets with names that match their passports and an itinerary that matches the rest of the trip.

- Prior to trip the Nurse has checked medical forms for medical issues (need release from doctor/counselor for any significant medical concerns).
- Prior to trip the Nurse has checked medical forms for appropriate insurance (e.g., some insurance does not cover them outside of the country).
- All checks must be made out to AHS General Fund with the event written in the memo unless payments are made directly to Tour Company.
- Group has emergency cash for the trip. This money is factored into the cost of the trip and a check to the advisor for cash is issued through the General Fund. Upon return, all receipts and any unused money is returned to the General Fund account International Fund).
- Recommend that a parent or guardian has a current passports in case they need to travel to meet their student.
- Consider whether students should have international cell phone access. Explore options.
- (organizers, travel agent) with Main Office and Administrative Contact.
- Confirm Administrative Contact: Janger cell: 781-434-8215.

Trip Leader Signature: \_\_\_\_\_ Date:\_\_\_\_\_

**SAMPLE FORM**  
**Trip Policy Contract**

During school trips, students are “in school” for the entire trip. This means that all trip participants must comply with all school rules and policies and meet all other behavioral expectations for the trip for the duration of the trip, even in the evenings during usually private times. Violation of these expectations may lead a student to be sent home from the trip at their parents expense and may lead to school consequences when they return from the trip.

Participation in out-of-school trips is a privilege. The school must conscious of the safety of all students as well as the way in which the trip represents the school in our community. A student who within a month of the trip:

- Has been suspended from school.
- Is under suspension from extra curricular activities
- Is carrying a D or lower in any class
- Is in danger of receiving an FA due to attendance
- Experiences changes in medical conditions which may affect the safety of the student or trip.

will be subject to review by the administration along with an organizing faculty member from the trip

Exclusion from a trip for the reasons above will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

## Frequently Asked Questions for Proposals

Please submit to the Building Principal, then

Superintendent Bodie for approval then the School Committee must approve.

Re: Community trip to \_\_\_\_\_, Today's Date \_\_\_\_\_

Q: When will the trip be?

A: The trip should be November 7-16.

Q: Who may go on the trip?

A: The trip is open to any resident of Arlington, or All participants on the trip must be over the age of 18 and have a valid passport for travel.

Q: Who is leading the trip?

A: \_\_\_\_\_, \_\_\_\_\_ for the Arlington Public Schools, and \_\_\_\_\_.

Q: How much does the trip cost? How will the students travel? What is included?

The trip will cost \$\_\_\_\_\_ for people who stay in homestays during the 5 nights in \_\_\_\_\_. This includes airfare from Boston to \_\_\_\_\_ airport on the way to \_\_\_\_\_, and from \_\_\_\_\_ (Boston on the return flight. The cost includes most meals during our stay \_\_\_\_\_. It includes all activities and transportation during our 5 days in \_\_\_\_\_ including transport from \_\_\_\_\_ airport. It includes the cost of coordinating the trip and the daily plans for the trip.

Q: What is not included in the trip cost?

A:

Q: What is the itinerary for our time in \_\_\_\_\_

A: \_\_\_\_\_

Q: I want to go! When is the money due? How will the spots be filled? How can I pay?

A:

Q: What if a student cannot pay:

A:

Please contact \_\_\_\_\_ or \_\_\_\_\_ to let us know that you plan to travel with us.

**ADDITIONAL QUESTIONS:**

Trip company providing? Evidence that they are reliable and insured? Companies' refund policy? Company contact information?

**Forms we need to create:**

Teacher Chaperone Checklist (Cheryl has an example)

Model Medical Form (review trip med. forms to make sure all are covered)

Release from liability

Consent to treat ([sample for ski club](#))

## **Arlington Public Schools**

## **Student Out of State and Travel Abroad Application**

**Today's Date:** 9/27/16-- re submitted

**Trip Leader Name**

School Arlington High  
E-mail address [mkonstandakis@arlington.k12.ma.us](mailto:mkonstandakis@arlington.k12.ma.us)

Melanie Konstandakis-Schwartz  
Subject/Grade History  
Phone 617-257-8074

**Trip Destination: City(s)/Country**

Cape Town, South Africa

**Dates of Trip**

Departure Date After school, 2/16/17

Return Date 2/28/17

Method of transportation Airplane

Leaving from (school, airport) Airport

**Purpose of Trip (check all that apply)**

**xx Cultural**       **xx Educational**       **Home Stay**  
 **Sister City**       **Student Exchange**  
 **xx Other (describe) Service projects**

**Itinerary (attach additional documents as necessary)**

-See attached

## **Describe the educational purpose and value of the trip?**

HC Cape Connect is our innovative service trip to South Africa working with impoverished communities in and around breathtaking Cape Town. This trip includes all the sights and sounds of cosmopolitan Cape Town. This element of the trip includes visiting three World Heritage sites; Robben Island (where Nelson Mandela was incarcerated), Kirstenbosch Gardens (a repository of one sixth of the floral diversity of the world) and Table mountain Reserve (which includes our iconic mountain and the critically endangered Cape Point reserve). In addition, students and staff will experience a safari. In the community outreach element of the trip students and staff will participate in township tours, hands on service in community development and enrichment programs, and intercultural experiences with members of local communities. This trip will change the life and perspective of every family who sends a student to the program!

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

We will leave after school on Thursday so as to only miss Friday before vacation and Monday and Tuesday after. Students will speak with their teachers about making up missed work and are encouraged to present what they learned on their trip to their history and science classes when they return.

**Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)**

Any AHS student in good disciplinary standing that does not have excessive absences. We will consult the Deans with the enrollment list. Students will fill out an application. The trip will be limited to no more than 30 students. If space is available other members of the community may be considered to join the trip on a case by case basis.

**Cost of trip per student?**

\$2,800-3,200 depending on the cost of airfare

**What is included in the trip?**

Airfare, 2 meals per day, 3-star nightly lodging, entrance fees, safari cost, in country transport

**What is not included in the trip? What expenses will students incur during the trip?**

One meal per day and shopping/souvenir money

**Other Chaperones**

Name Graham Daley      School AHS      Subject/Grade Science

E-mail address [gdaley@arlington.k12.ma.us](mailto:gdaley@arlington.k12.ma.us)      Phone

Name TBD (male)      School      Subject/Grade

E-mail address      Phone

**How do students register for the trip? Is there a payment plan? Describe.**

Students register via the Hammer & Chisel paper application. We are getting tighter and tighter on time, making a payment plan challenging. We need to take a deposit of \$1,000 to book airfare. The rest can be broken into monthly installments.

**Is there a process in place for students who have difficulty paying for the trip? (scholarships?)**

**Funds available?** None currently. Hammer and Chisel will deduct \$500 off the price for any AHS student that the faculty feel demonstrates excellent community service and leadership skills.

**Fundraising available?** MK will go to MLK committee & Human Rights Commission to ask for donations toward scholarships. AEEF teacher Prof Dev grant may be possible to support teacher cost.

**Process for determining need?** We will consider a student's lunch status and other information that parents can provide.

**This is a practice under development at the high school.**

**Please list the name and contact information for the agency you are working with, if applicable.**

Hammer and Chisel, LLC [www.hammerchisel.com](http://www.hammerchisel.com)

Dorian Botsis [dbotsis@hammerchisel.com](mailto:dbotsis@hammerchisel.com), 617-390-3609

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

Yes, they use Aon Travel Professional Liability Insurance. Carrier is Steadfast Insurance. Liability coverage is \$1,000,000 for each occurrence and aggregate. Hammer & Chisel will buy short-term travel medical insurance. The policy carries a value in South Africa roughly equivalent to \$500,000. Medical care in South Africa is also significantly less costly and very equivalent in quality. This would also cover the cost of Med-Evac should that be necessary.

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

Once the deposit is made it cannot be refunded. The final payment can be refunded up until one month prior to the trip. If there is a wait list, a student on the list may take the spot and the student unenrolling will just pay the fee for the name change on the airline ticket.

**Describe how you will factor emergency cash into the trip budget.**

We should have about \$500 extra in the budget for emergency expenses. Anything additional will be covered by the insurance via Hammer & Chisel

**Describe how you will communicate with parents before and during the trip.**

We will create a google group email list to send and receive updates, photos and other info. Mobile phones will not be reliable and will be very expensive. If students have wifi they can use icchat and other apps

**Describe how you will communicate with administration during the trip.**

We will also primarily use email. If it is an emergency, we will make the international call from a Cape Town land line or send word to the Hammer & Chisel staff in Boston as a back up if we are not able to access phone lines in an emergency.

#### REQUIRED DOCUMENTS (May be combined)

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

**Signature of International Coordinator**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Head

Signature of Principal

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent

**Arlington Public Schools**  
**Student Out of State and Travel Abroad Application**

**Today's Date** 10/4/16

**Trip Leader Name** Marie Raduazzo

School: Matignon High School (retired)

E-mail address mrad\_eastwick@yahoo.com

Subject/Grade English / 9 - 12

Phone:

**Trip Leader:** William McCarthy

School: Arlington High School

Email: [wmccarthy@arlington.k12.ma.us](mailto:wmccarthy@arlington.k12.ma.us)

Subject/Grade:Administration/Grades 9 - 12

Phone: 781-864-5441

**Trip Destination: City(s)/Country**

Krakow, Poland and Prague, Czech Republic

**Dates of Trip**

Departure Date: June 22, 2017

Method of transportation : Airplane

Return Date: June 30, 2017

Leaving from Logan Airport, Boston MA.

Purpose of Trip (check all that apply)

Cultural

Educational

Home Stay

Sister City

Student Exchange

Other (describe)

**Itinerary (Documents Attached)**

**Describe the educational purpose and value of the trip?**

Students will explore the history and culture of Poland and the Czech Republic, with a particular focus on the events of World War II and the Holocaust. They will tour the Terezin concentration camp, Oskar Schindler's factory, and Auschwitz-Birkenau with Maria Raduazzo, National Endowment Holocaust Scholar.

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

No school will be missed with the current dates of the trip. If, because of snow days, students miss school, arrangements will be made with the school administration and staff to arrange for the administration of the final exams.

**Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)**

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

**Global Liability Insurance Plan**

- All EF Group Leaders are covered for the duration of their EF Educational Tour
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with AM best Ratings of A-
- Group Leaders and their schools are covered by EF's \$15 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

**Global Travel Protection**

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable coverage plan to their tours.

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

**EF's Peace of Mind Program**

- Teachers can work with EF educational Tours to change their tour's travel dates, modify their tour plans, find an all-new tour or cancel their tour up until 45 days prior to departure. When canceling in this time period, all travelers will receive a transferable travel voucher.
- With 44 days or less left until departure, teachers may still choose any of the above options if a formal Travel Warning is issued by the US Department of State for any country on your itinerary.

**Describe how you will factor emergency cash into the trip budget.**

Any emergency funds required while on the trip will be covered by the EF insurance or staff on an as needed basis.

**Describe how you will communicate with parents before and during the trip.**

**Before Departure:**

Parents and students will be able to attend a parent meeting with chaperones to discuss the trip, procedures and travel policies.

**During the trip**



***Educational Tours***

# **INTERNATIONAL TOUR PROPOSAL**

*Destination: Krakow and Prague*

Prepared for: Marie Raduazzo  
August 16, 2016

## *Your partner in global education*

As the **World Leader in International Education**, we've partnered with educators around the world for 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Language Immersion Tours, Service Learning Tours, Global Student Leaders Summits and Custom-Designed Tours—that provide in-depth exploration, authentic connections and hands-on experience. Every EF global program is designed to:

- Explore international destinations to gain awareness of global perspectives and connections
- Promote international understanding, respect for different cultures, language learning and global citizenship
- Align with school curricula to bring subjects, people, places and events to life
- Provide global settings to sharpen key 21<sup>st</sup> century skills—critical thinking, problem solving, communication, collaboration and global competence
- Develop interpersonal and leadership skills necessary to navigate new experiences with confidence and adaptability

---

## *Our commitment to education*

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

### **Accreditation**

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI); North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

### **A standard of excellence**

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21<sup>st</sup> Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

### **weShare, a more engaging learning experience**

Students learn on a deeper level when their lessons connect to their own lives. Our weShare platform makes sure that happens on tour. It taps into each student's strengths and passions, helping them put a more personal lens on their experience. Their post-tour presentations and videos give them a chance to reflect on and share what they've learned, and even earn high school or college credit.

### **Earning credit**

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 7-12 can earn elective credit for completing assignments before, during, and after their EF tour, setting themselves apart from other college applicants.
- Students can earn college credit through our partnerships with accredited universities.

### **Accredited by:**



## *Our commitment to safety*

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

### **Worldwide presence**

As the largest international student travel organization, we have 500 schools and offices in more than 50 countries worldwide. With 37,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

### **Global Liability Insurance Plan**

- All EF Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$15 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

### **Global Travel Protection**

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable coverage plan to their tours.

### **EF's Peace of Mind Program**

At EF, we understand that plans can change due to unforeseen circumstances. EF's exclusive Peace of Mind Program ensures:

- Teachers can work with EF Educational Tours to change their tour's travel dates, modify their tour plans, find an all-new tour or cancel their tour up until 45 days prior to departure. When canceling in this time period, all travelers will receive a transferable travel voucher.
- With 44 days or less left until departure, teachers may still choose any of the above options if a formal Travel Warning is issued by the US Department of State for any country on your itinerary.

### **Highly respected in the industry by:**



## *We'll handle the details*

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

### **BEFORE TOUR**

#### **Support Team and resources**

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

#### **International Training Tours**

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

#### **Traveler account management**

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, coverage plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

---

### **WHILE ON TOUR**

#### **Everything is included**

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

#### **Guided travel**

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

---

### **AFTER TOUR**

#### **Program development**

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

## A day-by-day look at your tour

This is the itinerary page that students and parents will see in their tour day-by-day guide. It's just one of the many resources they'll receive in preparation for your tour.

### YOUR ITINERARY

#### Day 1: Overnight Flight

Board your overnight flight to Krakow!

#### Day 2: Krakow

##### Arrive In Krakow

Touchdown in Krakow, Poland's former capital and second-largest city. Krakow is one of the oldest cities in Poland dating back to the 7th century.

##### Walking Tour of Krakow (*time permitting*)

Enjoy the unspoiled splendor of Poland's former capital as you walk the narrow streets of Krakow's Old Town on your Tour Director-led walking tour. Hitler's armies were driven out of Krakow before they had a chance to destroy it, thus the city has retained its original charm.

#### Day 3: Krakow

##### Guided Sightseeing of Krakow

Set out on a guided tour of Krakow, the only major city in Poland to escape devastation during WWII. Visit Wawel Hill, perched high above the Vistula River, and Wawel Cathedral, where Polish Kings were crowned and the late Pope John Paul II once served as archbishop. Stroll through Glowny Square, passing beautiful Sukiennice Cloth Hall and the Jagiellonian University.

##### Visit St. Mary's Basilica

Visit this Gothic brick church located in the main square. It is famous for the wooden altarpiece carved by Veit Stoss, and if you stand outside, you will catch a glimpse of the trumpeter that plays the *Hejnał Mariacki* once an hour.

##### Visit Schindler's Factory

Take some time to explore this museum dedicated to the wartime experience in Krakow during the Nazi occupation from 1939-1945. Learn more about Oskar Schindler and his Factory of Enameled Vessels and the role they played during this time.

#### Day 4: Krakow

##### Guided Excursion to Auschwitz and Birkenau

Between 1940 and 1945, over 1.5 million people died at the Auschwitz and Birkenau death camps as a result of Hitler's "Final Solution" to rid Europe of Jews and other ethnic minorities. A chilling reminder of man's inhumanity, the camp has since been turned into a memorial museum. Observe a moment of remembrance for the 6 million victims of the Holocaust, and view a film about the horror of Auschwitz and the Third Reich. (*Pending availability due to limited group reservations*)

##### Exploration Time at Auschwitz and Birkenau

After your guided tour, spend some additional time exploring these sites with Ms. Rad - National Endowment Holocaust Scholar.

#### Day 5: Krakow

##### Guided Excursion to the Wieliczka Salt Mines

Take a trip out to tour the oldest salt mines in Europe. In operation for 700 years, these salt mines have over nine levels and over 300

kilometers of galleries with famous works of art, alters and statues carved out of salt. The oldest part of the mine is used as a museum now and spreads through 3 levels ranging from 64 to 135 meters below the surface

#### Participate in a Workshop at the Galicia Jewish Museum

Visit the Galicia Jewish Museum in Krakow, where you will get the chance to hear from a Holocaust survivor or to participate in an educational workshop. (*Pending availability*)

#### Day 6: Krakow | Prague

##### Transfer to Prague

Encounter the legendary beauty of Prague, former capital of the Holy Roman Empire. Dubbed the City of One Hundred Spires, the city boasts an enchanting mix of diverse architecture, Bohemian culture, and storied history. Despite many recent changes, the undeniable charm of centuries past still permeates from the cobblestone streets and countless gothic spires piercing the skies.

##### Walking Tour of Prague

Follow the coronation route on your Tour Director-led walking tour. As you stroll through the city, pass the concert hall in which Mozart himself conducted the premiere of *Don Giovanni*.

#### Day 7: Prague

##### Exploration Time in Prague

Enjoy time to discover the wonders of Prague on your own. Because of the compactness of the city, you may wander from the city's castle district, across a medieval bridge, and drink a leisurely coffee on Wenceslas Square in under half an hour. Consider a visit to the birthplace of Franz Kafka, the National Gallery, or the Jewish Museum. Wander through the elegant Wallenstein Gardens or browse for locally made crystal and glassware.

##### Excursion to Terezin

Travel to the fortress town of Terezin. During World War II the entire population was evacuated and this quaint, medieval town was used as a concentration camp for some 140,000 Jewish detainees. Terezin was twice beautified for a visit by the Red Cross, who were wholly fooled by the town's true purpose. Visit the Ghetto Museum, which displays artifacts and artwork by the Jewish prisoners, and documentary films depicting this dark chapter in the town's history.

#### Day 8: Prague

##### Guided Sightseeing of Prague

Your tour begins at the celebrated Prague Castle (Hradcany). In the castle's courtyard, you'll visit the magnificent St. Vitus Cathedral, which took over 600 years to complete. On the nearby Golden Lane, royal alchemists once labored (unsuccessfully) to turn lead into gold. More recently, on the same street, Franz Kafka turned his angst into some of the century's finest fiction. You'll also stroll through the quaint, cobble streets of the Mala Strana, the backdrop for Milos Forman's *Amadeus*. Cross the Charles Bridge, adorned with 30 beautiful baroque statues, to the 13th-century Old Town (Staré Město). Here you'll see Market Square, famous for its 15th-century astronomical clock.

#### **Gilded Sightseeing of Prague's Jewish Quarter**

A local guide will lead you on a stroll through Josefov, Prague's Jewish Quarter. For centuries Jews were forced to live separately in Josefov and were then purged under Nazi occupation in World War II. Today Josefov stands in loving memory of Judaism in Central Europe. You will visit the unique Old Jewish Cemetery, the Jewish Museum and the Old-New Synagogue and the Spanish Synagogue.

#### **Day 9: Depart for Home**

##### **Transfer to the Airport for Your Return Flight**

Your Tour Director assists with your transfer to the airport, where you'll check in for your return flight home.

Itinerary is subject to change

For complete financial and registration details, please refer to the Booking Conditions at [www.aftours.com/bc](http://www.aftours.com/bc).

## Price details

In addition to the support you receive before and after tour, along with the logistical support you receive on tour, your guaranteed lowest price covers all of the details.

### TOUR PRICE QUOTE

Destination: Krakow and Prague

PREPARED FOR  
Marie Theresa Raduazzo

PREPARED ON  
August 16, 2016

YOUR TOUR NUMBER  
1873837MS

YOUR TOUR WEBSITE  
[www.eftours.com/1873837MS](http://www.eftours.com/1873837MS)

#### GUARANTEED LOWEST PRICE

Based on a private tour with 30 - 34 paying travelers  
Price valid for travelers enrolled August 16, 2016 - August 31, 2016

#### Student

\$3,232 or \$349 / 9 mos

#### Adult

\$3,567 or \$386 / 9 mos

#### PRICE BREAKDOWN

Program Price	\$3,197
Private Group (30-34 paying)	FREE
Weekend Supplement	\$35

Protect your travelers with the Global Travel Protection Plan for \$155. Ask your Tour Consultant for details.

Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [eftours.com/baggage](http://eftours.com/baggage). All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit [eftours.com/bc](http://eftours.com/bc).

#### Your travel details

TOTAL LENGTH  
9 days

DEPARTING FROM  
Boston (MA)

REQUESTED TRAVEL DATES  
Thursday, June 22, 2017 - Friday, June 30, 2017

#### YOUR DEPARTURE DATE RANGE

EARLIEST ● REQUESTED  LATEST  
Sun. Jun. 18 Thu. Jun. 22 Mon. Jun. 26



#### Your experience includes

##### AN ALL-INCLUSIVE TOUR

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.eftours.com/1873837MS](http://www.eftours.com/1873837MS).

##### FULL-TIME TOUR DIRECTOR

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

##### EXPERT LOCAL GUIDES

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

##### WE SHARE—ACCREDITED LEARNING

Our online learning platform engages students in activities before, during and after tour, with the option to create a final project for academic credit.

##### CONTINUOUS SUPPORT

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

##### WORLDWIDE PRESENCE

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

##### 24-HOUR EMERGENCY SERVICE

Travelers and their families can count on EF's dedicated emergency service team.

##### PEACE OF MIND PROGRAM

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at [eftours.com/peaceofmind](http://eftours.com/peaceofmind).

## *Important final details*

### **The EF Price Guarantee**

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.

Sincerely,

Courtney Sewell  
Global Education Consultant  
617-619-1952  
[Courtney.sewell@ef.com](mailto:Courtney.sewell@ef.com)

Krakow and Prague  
Tour 2017

In a few short weeks, you will be preparing for our tour of Prague and Krakow. For some of you, this will be your first time on an airplane, and for some, this will be the first time you have been thousands of miles away from home.

You will be exposed to different languages and dialects being spoken by people with different customs from your own. Your impressions of Poland and Czech Republic will very much depend on how you deal with being a stranger in a strange land. You are a visitor and must learn to cope with the differences that surround you. You should not expect things to be the same, but this is what makes travel fun. The telephone system may seem insufficient, the currency too complicated, and the food rather strange. There may even be some delays and inconveniences. Try to come to terms with all of these with calmness and an open mind. People will be friendly and helpful if you come across in the same manner. Do not look at everything through the lens of a camera before looking at it with your own eyes. Your memory will give you more pleasurable moments than hasty snapshots. Some of the things you learn can and will last a lifetime.

When you travel with EF, you will be traveling as a part of a large group. The scheduled activities are group activities, and you are expected to participate so that you really learn something during your experience. By doing so, you will be getting the most of your trip. As a member of a group, therefore, you carry certain responsibility- not just for yourself and to your teachers and parents, but to others as well.

EF has devised a series of rules and regulations that are designed to help while traveling. They are no more than simple common sense. By the same token, they help ensure your safety and it's your responsibility to follow them at all times.

No traveler is permitted to carry knives, firearms, or any other dangerous weapons.

No verbal abuse will be tolerated.

No traveler is to be in possession of narcotics or liquor. Immediate dismissal from the trip is required for a traveler violating this regulation. No Smoking.

You are expected always to have breakfast and dinner with your group unless special permission has been obtained from a chaperone.

No traveler is permitted to rent a motor vehicle of any kind.

No traveler is permitted to obtain any body piercing and / or tattoos.

No traveler is allowed to change the flight seat assigned or be "bumped." The traveler must see a chaperone.

Do not open the door at the hotel unless you know the person. Always call the teacher before opening the door at a hotel for someone you do not know.

\*No mixed sex room visits are allowed. You visit and "hang-out" in the lobby of the hotel (remember noise level and 10:00 p.m. "sound curfew").

October 6, 2016  
AHS Tour of Poland and Czech Republic

## Release

Description:  
Destination:  
Dates:  
Methods of:  
Purpose of:  
Person in activity:

Educational Travel/Cultural Enrichment  
Krakow Poland and Czech Republic  
June 22 to June 30, 2016  
Airplane, bus, walking,  
Exploring other cultures  
Mr. William McCarthy

We (I) the parent/guardian(s) of \_\_\_\_\_ and the said  
(Traveler)

\_\_\_\_ hereby release the Town of Arlington and all of its agents or  
(Traveler)  
employees from liability, suit or claim of any kind for damages of property or personal injury

nature to said \_\_\_\_\_ arising out of any said Town's employees or  
(Traveler)  
alleged negligence / or failures to act, which caused such damage or injury while, said

\_\_\_\_ was within the custody of said employees or agents while at and  
(Traveler)  
on the way or return from the above described activity.

\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_ Traveler Signature \_\_\_\_\_ Date

\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_ Emergency Name \_\_\_\_\_

\_\_\_\_ Medical Plan or Insurance \_\_\_\_\_

\_\_\_\_ Emergency Phone # \_\_\_\_\_

\_\_\_\_ Medical Plan # \_\_\_\_\_

\_\_\_\_ Emergency Address \_\_\_\_\_

\_\_\_\_ Allergies to food or medication \_\_\_\_\_

Krakow and Prague  
Tour 2017

In a few short weeks, you will be preparing for our tour of Prague and Krakow. For some of you, this will be your first time on an airplane, and for some, this will be the first time you have been thousands of miles away from home.

You will be exposed to different languages and dialects being spoken by people with different customs from your own. Your impressions of Poland and Czech Republic will very much depend on how you deal with being a stranger in a strange land. You are a visitor and must learn to cope with the differences that surround you. You should not expect things to be the same, but this is what makes travel fun. The telephone system may seem insufficient, the currency too complicated, and the food rather strange. There may even be some delays and inconveniences. Try to come to terms with all of these with calmness and an open mind. People will be friendly and helpful if you come across in the same manner. Do not look at everything through the lens of a camera before looking at it with your own eyes. Your memory will give you more pleasurable moments than hasty snapshots. Some of the things you learn can and will last a lifetime.

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October 6, 2016  
AHS Tour of Poland and Czech Republic

## Release

Description of Activity:

Educational Travel/Cultural Enrichment

Destination:

Krakow Poland and Czech Republic

Dates:

June 22 to June 30, 2016

Methods of travel:

Airplane, bus, walking,

Purpose of Activity:

Exploring other cultures

Person in charge of Activity:

Mr. William McCarthy

We (I) the parent(s)/guardian(s) of \_\_\_\_\_ and the said

(Traveler)

hereby release the Town of Arlington and all of its agents or

(Traveler)

employees from any liability, suit or claim of any kind for damages of property or personal injury

nature to said \_\_\_\_\_ arising out of any said Town's employees or

(Traveler)

alleged negligent and / or failures to act, which caused such damage or injury while, said

\_\_\_\_\_ was within the custody of said employees or agents while at and

(Traveler)

on the way or return from the above described activity.

---

Parent/Guardian Signature

Date

---

Traveler Signature

Date

---

Parent/Guardian Signature

Date

---

Emergency Name

---

Medical Plan or Insurance

---

Emergency Phone #

---

Medical Plan #

---

Emergency Address

---

Allergies to food or medication



## **Town of Arlington, Massachusetts**

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**7:00 PM Buffer Zone Report, J.Mike Remy**



## **Town of Arlington, Massachusetts**

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**7:15 PM Diversity Hiring Report, R. Spiegel**

**ATTACHMENTS:**

Type	File Name	Description
Report	2016_Diversity_Report.pdf	2016 Diversity Report

# Diversity Report

<u>2016 REPORT</u>	<u>PREVIOUS HIRES</u>	<u>NEW HIRES</u>		<u>TOTAL STAFF</u>
		<u>2015</u>	<u>2016</u>	
ASIAN	25	10	35	
BLACK	15	8	23	
HISPANIC	14	7	21	
NATIVE AMERICAN	0	0	0	
WHITE	883	158	1041	
Not Self Identified	143	47	190	
	1080	230	1310	

<u>2015 REPORT</u>	<u>PREVIOUS HIRES</u>	<u>NEW HIRES</u>		<u>TOTAL STAFF</u>
		<u>2015</u>	<u>2016</u>	
ASIAN	28	6	34	
BLACK	15	9	24	
HISPANIC	12	7	19	
NATIVE AMERICAN	2	0	2	
WHITE	954	142	1096	
Not Self Identified	149	32	181	
	1160	196	1356	

<u>2014 REPORT</u>	<u>PREVIOUS HIRES</u>	<u>NEW HIRES</u>		<u>TOTAL STAFF</u>
		<u>2014</u>	<u>2015</u>	
ASIAN	23	8	31	
BLACK	14	7	21	
HISPANIC	10	2	12	
NATIVE AMERICAN	1	1	2	
WHITE	826	174	1000	
Not Self Identified	106	54	160	
			0	
	980	246	1226	

<u>2013 REPORT</u>	<u>PREVIOUS HIRES</u>	<u>NEW HIRES</u>		<u>TOTAL STAFF</u>
		<u>2013</u>	<u>2014</u>	
ASIAN	19	7	26	
BLACK	10	10	20	
HISPANIC	8	4	12	
NATIVE AMERICAN	1	2	3	
WHITE	762	138	900	
Not Self Identified	37	56	93	
			0	
	837	217	1054	

<u>2012 REPORT</u>	<u>PREVIOUS HIRES</u>	<u>NEW HIRES</u>		<u>TOTAL STAFF</u>
		<u>2012</u>	<u>2013</u>	

ASIAN	20	1	21
BLACK	6	4	10
HISPANIC	9		9
NATIVE AMERICAN	2		2
WHITE	810	84	894
Not Self Identified	55	25	80
	902	114	1016

2011 REPORT

		<u>NEW HIRES</u>	
	<u>PREVIOUS HIRES</u>	<u>2011</u>	<u>TOTAL STAFF</u>
ASIAN	19.1	1	20.1
BLACK	9.5	1.8	11.3
HISPANIC	9.8	1	10.8
NATIVE AMERICAN	4	1	5
WHITE	771.1	127.2	898.3
Not Self Identified	22.7	37.4	60.1
	836.2	169.4	1069

2010 REPORT

		<u>NEW HIRES</u>	
	<u>PREVIOUS HIRES</u>	<u>2010</u>	<u>TOTAL STAFF</u>
ASIAN	17	8	25
BLACK	11	1	12
HISPANIC	10	2	12
NATIVE AMERICAN	2	2	4
WHITE	819	53	872
Not Self Identified	9	14	23
	868	80	948

2009 REPORT

		<u>NEW HIRES</u>	
	<u>PREVIOUS HIRES</u>	<u>2009</u>	<u>TOTAL STAFF</u>
ASIAN	16	4	20
BLACK	10	3	13
HISPANIC	13	1	14
NATIVE AMERICAN	2	2	4
WHITE	866	96	962
Not Self Identified	907	106	1013

Key: \*\* This includes all staff under Superintendent  
 ie maintenance, custodial, food service,  
 substitutes, community ed,  
 Day care, etc



## Town of Arlington, Massachusetts

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### 7:30 PM State Accountability Data Report and Analysis, L. Chesson

#### ATTACHMENTS:

Type	File Name	Description
Report	accountability_2016_ver_3.pdf	Accountability Report 2016

# *Accountability and State Assessments*

*Arlington Public Schools*

**2016**

*Presented by: Dr. Laura Chesson, Assistant Superintendent*

# *Agenda*

- Components of accountability
- Accountability results for this year
- Plans to move forward

# The Massachusetts School Accountability System

Progress and Performance Index (PPI)

based on:

- **Achievement** (CPI)
- **Growth** (SGP)
- **Dropout & Graduation Rates** (High School)

# Overall summary

- Arlington schools are continue to be high performing school.
- High performing schools have challenges maintaining high growth.
- Our schools continue to have high percentile rankings.
- First year for the major shift in testing format. Therefore much more data needed before making any major changes.

# Accountability Trend Results

	School Accountability & Assistance Level				Cumulative PPI - All students				Cumulative PPI - HN students				School Percentile Within School Type			
	School Name	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015
Bishop	Level 1	Level 1	Level 2	Level 2	100	100	100	100			71	71	92	93	95	94
Brackett	Level 1	Level 1	Level 1	Level 1	100	100	100	100	79	81	84* (77)	88	97	95	96	93
Dallin	Level 1	Level 1	Level 1	Level 1**	94	94	92	71	90	94	94* (84)	55	91	91	91	87
Hardy	Level 1	Level 2	Level 2	Level 2	100	89	89	91	87	69	61	53	93	92	91	90
Peirce	Level 2	Level 2	Level 2	Level 2	86	92	90	94	64	48	55	70	84	88	88	90
Thompson	Level 2	Level 2	Level 2	Level 2	85	71	76	69	71	66	63	54	81	79	82	75
Stratton	Level 2	Level 2	Level 2	Level 2	86	68	77	78	38	35	60	65	89	85	84	85
Ottoson Middle	Level 2	Level 2	Level 1	Level 2	82	82	88	77	66	74	81* (71)	61	85	87	92	79
Arlington High	Level 2	Level 1	Level 1	Level 2	80	90	83	79	70	83	92* (71)	86	82	81	79	73

\*From ESE Site: "In 2015 Massachusetts began reporting on the "economically disadvantaged" subgroup, which comprises students who are eligible for state support programs, and stopped reporting on the low income subgroup, membership of which was based on family applications for free/reduced price lunch. In accordance with this transition, no 2015 annual PPI has been calculated for the economically disadvantaged subgroup and a hold harmless provision has been applied to the calculation of the 2015 annual PPI for the high needs subgroup. The high needs group's 2015 annual PPI was compared to its 2014 annual PPI, and the higher of the two annual PPIs was assigned and used in the 2015 cumulative PPI calculation. A 2015 annual PPI with an asterisk (\*) on this page signals that the 2014 annual PPI was higher than the 2015 annual PPI, and was used for both 2014 and 2015 in the cumulative PPI calculation." In parentheses is what the HN Cumulative PPI would have been without the hold harmless provision.

\*\* PARCC Hold Harmless provision

# Overall Accountability Ratings and Cumulative PPI

	2014			2015			2016		
	High Needs PPI	All PPI	Level	High Needs PPI	All PPI	Level	High Needs PPI	All PPI	Level
District	60	75	L2	59	76	L2	56	76	L2
Bishop	*	100	L1	71	100	L2	71	100	L2
Brackett	81	100	L1	84	100	L1	88	100	L2
Dallin	94	94	L1	94	92	L1	55	71	L1*
Hardy	69	89	L2	61	89	L2	53	89	L2
Peirce	48	92	L2	55	90	L2	70	94	L2
Thompson	66	71	L2	63	76	L2	54	69	L2
Stratton	35	68	L2	60	77	L2	65	78	L2
OMS	74	82	L2	81	88	L1	61	73	L2**
AHS	83	90	L1	92	83	L1	86	79	L2***

# Overall trends in data reflecting progress in closing achievement gap

- At the elementary level schools where schedule and staffing allowed for consistent intervention services and coaching are showing positive trend in PPI for High Need Students.
- At the secondary level the AHS schedule supports most consistent scheduling of interventions for High Needs Students has resulted in the most positive trend in PPI for this sub-group.

# Level Two Schools – Detailed Results

School	ELA	Math	Plans 2015 - 2016
Bishop High Needs	Improved CPI, met SGP. No bonus failing/adv..	No bonus advanced. Good CPI and SGP.	Piloting iReady for literacy to provide more info about comprehension skills developmnt. Working with math and literacy coach.
Hardy High Needs	Improved CPI and SGP. No bonus.	Improved CPI. No improvement SGP.	Continue Title I tutor. Focus on data analysis which will be reflected in changes in instruction including piloting Fountas & Pinnell comprehension assessment.
Peirce High Needs	Met target CPI & SGP. No incr. Adv.	Met target CPI & SGP. No bonuses.	Continue tutor for math. Piloting iReady for math to provide better progress monitoring data.
Thompson All & High Needs	Low CPI, improved SGP. No bonus.	Improved CPI, Some improved SGP. No bonus.	Continue Title I tutor in math and ELA. PD for Gr 3 – 5 focus high needs students
Stratton High Needs	Improved CPI & SGP. No adv. Bonus.	Low CPI and SGP. No adv. Bonus.	Added Title I tutor for math support. Piloting Fountas & Pinnell comprehension assessment.

## Level Two Schools – Detailed Results

<b>School</b>	<b>ELA</b>	<b>Math</b>	<b>Plans 2015 - 2016</b>
Dallin All students & High Needs	Low/No movement CPI. Low SGP. No bonus either group.	No movement CPI. Low SGP.	Increased coaching in math and literacy. Focus on data analysis which will be reflected in changes in instruction including piloting Fountas & Pinnell comprehension assessment.
OMS All students & High Needs	Low CPI/No CPI. Low/No SGP. Little bonus.	Low CPI. Low SGP. No bonus.	Pilot iReady for math for students in math support to improve progress monitoring and interventions. Increased use of data in ELA .

# Other Assistance Plans

- District-wide elementary and math websites with exemplar videos made available for all teachers. Includes models of data analysis which has impact on instruction.
- Deepen coach model and increase consistency.
- Budget requests for 2017 - 2018 focus on items necessary to provide consist support for high needs students and their teachers.

# *Presentation References*

Massachusetts Department of Elementary and Secondary Education School District Profiles:

<http://profiles.doe.mass.edu/profiles/general.aspx?topNavId=1&orgcode=00100000&orgtypecode=5&>

Massachusetts Department of Elementary and Secondary Education Statewide Reports:

[http://profiles.doe.mass.edu/state\\_report/mcas.aspx](http://profiles.doe.mass.edu/state_report/mcas.aspx)

Massachusetts Department of Elementary and Secondary Education Data Warehouse (EDW):

<https://www4.doemass.org/auth/Login>



## Town of Arlington, Massachusetts

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### 8:00 PM Superintendent's Report K. Bodie

#### **Summary:**

- Update on School Building Projects
- Ottoson Modulars
- Enrollment
- School Enrollment Task Force Report
- Timeline for Gibbs

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Backup Material	Elementary_Classrooms_2016-2017.docx	Elem Classrooms
<input type="checkbox"/> Recommendations	Recommendations_to_SETF_Oct_5_2016.docx	SETF RECOMMENDATIONS 10 5 2016

## 2016-2017 Elementary Classroom Report

School	Classrooms in 2016-2017	Extra Classroom- Sized Rooms 2016-2017	Notes	SLC Classrooms	Additional Space Needs
Brackett	22	+1	Room divided for ELL support classes and After-School Program.	2	*Office space *Storage * Small group space * ELL (assuming current space re-appropriated for classroom use).
Bishop	18	+1	Computer Lab		
Dallin	21	0		2	*Storage
Hardy	21	0*	*After-School Program room (smaller than regular-sized classroom).  22 classrooms likely needed in 17-18.		*Teacher work room *Storage
Peirce	12	+4	Current use: Computer lab; After-School Program; breakout classrooms for small group work. Other “extra” rooms used for reading and literacy;		

daycare program.					
<b>Stratton</b>	<b>18</b>	<b>+3*</b>	*Rooms that could be appropriated for classroom use after renovation. Plans in place for other program uses in 17-18.	<b>3</b>	Potentially, rooms for SLC program expansion.
			Renovated school will include classroom-sized After-School Program room.		

\*\*All schools have designated music & art classrooms in 2016-2017 (except Stratton due to construction)

\*Larger after-school program space  
\* Storage  
\* Additional activity (“gym”) space  
\* Small group space



October 5, 2016

To: School Enrollment Task Force (SETF)  
From: Kathleen Bodie, Superintendent of Schools  
Re: Recommendations Regarding Thompson Addition and OMS Modular Classrooms

**Thompson Elementary School Recommendation:** Construct a six-room addition at Thompson that will open in September 2017.

Last spring, the SETF requested that a decision regarding an addition at Thompson be deferred until we had updated enrollment numbers for Thompson. In August, the School Department asked Dr. Jerry McKibben to update his 2015 forecast using our August 11 numbers. He plans to complete another update after receiving our certified October 1 numbers later this fall.

In early August, the number of Kindergarten students registered was 539. Since then that number has risen to 555 (October 5) – both numbers include students in general education and SLC classrooms. The Kindergarten enrollment at Thompson as of September 22 is 94. The four classrooms have class sizes of 23 or 24.

In Dr. McKibben's forecast, the anticipated Thompson Kindergarten enrollment numbers over the next ten years are: 93, 92, 90, 89, 87, 85, 83, 81, 80, and 79. We would expect with these anticipated enrollment numbers to require four Kindergarten classrooms. Currently, there are four classrooms each for Kindergarten, first grade and second grade. As these cohorts progress through Thompson over the next three years, Thompson will need to add a classroom each year. By the 2020-2021 school year, Thompson will need 24 classrooms to house all of its students.

One question asked was whether the buffer zone between Thompson and Hardy could be expanded in order to require only three Kindergarten classrooms at either Thompson or Hardy. However, Hardy's anticipated enrollment parallels Thompson's numbers. Assuming that enrollment grows in the Hardy district as forecasted, then Hardy will also require four Kindergarten classrooms until at least 2024 or 2025.

Presently, Thompson has 19 available classrooms. Five additional classrooms will need to be available by 2020. The additional classroom planned in the six-room addition will be used as an alternate activity room for gym classes and for needed break-out space.

**Recommendation for Ottoson Middle School Modular Classrooms for the 2017-2018 school year:** The recommendation is to not add any modular classrooms to OMS

in 2017- 2018, the one year before the sixth grade moves to the renovated Gibbs School in September 2018.

**Rationale:**

After many weeks of looking at this issue with OMS administrators, our joint recommendation is that we do not situate any modular classrooms at OMS next year.

This recommendation involved many considerations:

1. Next year, we do not plan to expand the number of clusters in the school. We currently have three clusters and a half-cluster at each grade. As of September 22, the current seventh grade has 410 students, the sixth grade, 423 students and the fifth grade, 458 students, which is only eight students more than last year's enrollment for the current sixth grade while fifth graders. Historically, about 5-7% of a fifth grade class chooses to attend another school than OMS for a variety of reasons. We anticipate that next year's entering sixth grade will be about the same size as this year's sixth grade.
2. Considerable work was done at OMS this summer in order to create a half-cluster for the eighth grade, which affected a number of other programs and required many teachers to relocate within the building. While the building is tightly scheduled, the Administration anticipates that the template schedule we have for this year will work next year. Adding another classroom or two could require significant changes to the schedule. Next year's anticipated enrollment can be accommodated, albeit tightly, in the current room configurations.
3. Another consideration was parking. Currently, there are insufficient parking spaces available for staff. The school has two parking lots on property. St. Athanasius the Great Greek Church generously allows some staff parking on their lot. But in combination, there are still insufficient parking places, which is a concern of neighbors as staff park on streets close to OMS. If modular classroom(s) were added to OMS in the upper parking lot, the number of available spaces in that lot would probably be at least halved, aggravating an already difficult situation.
4. There is no doubt that OMS is over capacity with a current enrollment this year of 1,211 students. This over-capacity is felt in crowded hallways, the cafeteria, gyms, and no adequate space for an all-school assembly. But, the addition of a modular classroom or two will not alleviate these problems.
5. We know from our current District experience that the addition of modular classrooms to a building, even a few, is a time-consuming project - and is very expensive. We anticipate that the planning needed to move the sixth grade to the Gibbs School and to reconfigure the 7th/8th grade OMS will require considerable time on the part of administration, teachers, district administrators, IT, and the facilities department. Given the marginal benefits of adding a couple

of modular classrooms and the expense, the time required to make it work well would be better directed to planning the Gibbs project and the reconfiguration of OMS.

6. The original estimate for adding 4-6 modular classrooms was based on the mathematics of the enrollment projections at that time over a span of several years. Those projections have modified somewhat and through careful planning and high room utilization we are able to deliver the educational program in the current building, albeit very tightly.

Given that enrollment will not increase significantly next year, it is our judgment that the educational needs of OMS students can be met next year without additional modular classrooms.

### **Hardy Elementary School**

**Recommendation:** Further study of options to address the anticipated enrollment growth over the next decade is needed.

The McKibben August enrollment forecast for the Hardy School indicates that enrollment growth will continue to increase each year through 2021-2022 before beginning to decline somewhat. But, even with a decline in out-years, the forecasted enrollment 12 years from now is at the current level of approximately 450 students. A plan is under consideration to address the need for an additional classroom next year without adding a modular classroom to the building. But, in the 2018-2019 school year, additional classroom space will be necessary.

Another factor to consider with respect to enrollment at Hardy is the effect of a potential Mugar project.



## Town of Arlington, Massachusetts

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### 8:30 PM Consent Agenda

#### Summary:

- Warrant for Approval: Warrant Number 17047, Dated 9/22/2016, Total Warrant Amount #777,970.64
- Approval of Minutes: ASC Regular Minutes, September 22, 2016
- Approval of AHS Trip: AHS Foreign Exchange Trip, TBD (originally approved 10/22/2015)
- Approval of AHS Trip: Cape Town, South Africa, February 16-28, 2017
- Approval of AHS Trip: London and Environs April 13, 2017
- Approval of AHS Trip: Poland and Prague June of 2017

#### ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Warrant	warrant_17047.pdf	WARRANT 17047 9 22 2016
<input type="checkbox"/> Minutes	09_22_2016_School_Committee-Regular_Draft_Minutes.docx	09 22 2016 School Committee Regular Meeting
<input type="checkbox"/> Document for Approval	NYC_Trip.pdf	NYC TBD Foreign Exh and APS
<input type="checkbox"/> Document for Approval	CAPETOWN__South_Africa.pdf	Cape Town, South Africa 2/16/2017 - 2/28/2017 AHS
<input type="checkbox"/> Document for Approval	LondonandEnvironsTripApplication2016-17.pdf	London and Environs 4/13/2017-4/21/2017 AHS
<input type="checkbox"/> Document for Approval	POLAND_AND_PRAGUE_JUNE_2017_2.pdf	Poland and Prague June 2017

# APPROVAL OF ACCOUNTS PAYABLE

I / We certify that there is due to the vendors named within this Accounts Payable Warrant the amount set against their respective names, in payment for services performed to date.

Warrant Number	17047	Total Warrant Amount	\$777,970.64
Dated	9/22/16		

STATEMENT MADE UNDER THE PENALTIES OF PERJURY

Mark Johnson for Dean Johnson  
Superintendent of Schools / Chief Financial Officer

Walter Daymer  
School Committee  
Dee C.  
School Committee

Paul Knob  
School Committee

6 Yer  
School Committee

SC

PRELIMINARY

TOWN OF ARLINGTON

DATE: 09/22/2016 WARRANT: 17047 AMOUNT: \$ 777,970.64

PAY TO EACH OF THE PERSONS NAMED IN THE ATTACHED WARRANT THE  
SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE  
AGGREGATE, AND CHARGE THE SAME TO APPROPRIATIONS OR ACCOUNTS  
INDICATED.

TOWN MANAGER

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COMPTROLLER

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## TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
27354 A TO Z FOODS 1 03034309 835001		00000	663517	INV	09/22/2016	652504		259193	
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			Invoice Net			262.50			
27354 A TO Z FOODS 1 03034309 835001		00000	663517	INV	09/22/2016	652505		259194	
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			Invoice Net			300.00			
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			Invoice Net			1,340.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	JON17-2016		259123	
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			Invoice Net			1,139.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	CMY17-2016		259124	
			SPED/CLINI	PROF TECH		268.00			
			Invoice Net			268.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	RR17-2016		259125	
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			Invoice Net			1,206.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	RR18-2016		259126	
			SPED/CLINI	PROF TECH		2,144.00			
			Invoice Net			2,144.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	AVZ18-2016		259127	
			SPED/CLINI	PROF TECH		2,077.00			
			Invoice Net			2,077.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	MLN18-2016		259128	
			SPED/CLINI	PROF TECH		134.00			
			Invoice Net			134.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	CMY18-2016		259129	
			SPED/CLINI	PROF TECH		402.00			
			Invoice Net			402.00			
31400 ABACS LLC 1 02456821 83101	2320	00000	7702017	INV	09/22/2016	JON18-2016		259130	
			SPED/CLINI	PROF TECH		804.00			
			Invoice Net			804.00			
					CHECK TOTAL	9,514.00			-----
32432 AHOLD FINANCIAL SERVIC 1 15124145 84902	3520	00003	11164217	INV	09/22/2016	389203		258969	
			THOMPSON	FOOD SUPPL		183.18			
			Invoice Net			183.18			
32432 AHOLD FINANCIAL SERVIC 1 02016518 84902	2415	00003	11229317	INV	09/22/2016	389204		258970	
			FAM/CONS S	FOOD SUPPL		57.92			
			Invoice Net			57.92			
32432 AHOLD FINANCIAL SERVIC 1 15122260 84902	3520	00003	11165117	INV	09/22/2016	389212		258972	
			HARDY GEN	HARDY FOOD		109.50			
			Invoice Net			109.50			
32432 AHOLD FINANCIAL SERVIC 1 15123260 84902	3520	00003	11165217	INV	09/22/2016	389205		259299	
			AFT SCH	FOOD SUPPL		74.07			
			Invoice Net			74.07			

## TOWN OF ARLINGTON



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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
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21640 ALDERUCCIO, JOLINDA 1 02636575 87106 2357	00000 11114416 INV 09/22/2016 PROF DEV Grad Cours Invoice Net					REIMB COURSE 3/16/16 426.00 426.00	258875		-----
19606 ALL TRUCK AND EQUIPMEN 1 02816970 84802 3300	00001 7720117 INV 09/22/2016 TRANS ED VEHICLE RE Invoice Net					91162 4,753.31 4,753.31	259131		-----
32610 AMERIKEN CARING SERVIC 1 16606990 83301 3300	00000 7722017 INV 09/22/2016 TUITION RV TRANS Invoice Net					0199JL 380.00 380.00	259132		-----
17923 APPLIED COMMUNICATIONS 1 197 84000	00000 11228317 INV 09/22/2016 HS PRINCIP MISC Invoice Net					T-015093 76.71 76.71	257872		-----
70238 ARLINGTON CONTRIBUTORY 1 0812016 81730 5100	00000 11171017 INV 09/22/2016 TITLE I PENSIONS Invoice Net					FY16-TITLE I 5,478.13 5,478.13	258881		-----
74396 ARLINGTON RECREATION 1 15122650 83302 3520	00000 11165317 INV 09/22/2016 HARDY EXPL HARDY EXPL Invoice Net					825328 100.00 100.00	259263		-----
74396 ARLINGTON RECREATION 1 15122650 83302 3520	00000 11165317 INV 09/22/2016 HARDY EXPL HARDY EXPL Invoice Net					825163 155.00 155.00	259264		-----
74396 ARLINGTON RECREATION 1 15122650 83302 3520	00000 11165317 INV 09/22/2016 HARDY EXPL HARDY EXPL Invoice Net					825564 165.00 165.00	259265		-----
74396 ARLINGTON RECREATION 1 15122650 83302 3520	00000 11165317 INV 09/22/2016 HARDY EXPL HARDY EXPL Invoice Net					825961 190.00 190.00	259266		-----
74396 ARLINGTON RECREATION 1 15122650 83302 3520	00000 11165317 INV 09/22/2016 HARDY EXPL HARDY EXPL Invoice Net					826168 195.00 195.00	259267		-----
74880 ARLINGTON SWIFTY PRINT 1 0772016 83404 2415	00000 11141616 INV 09/22/2016 LANGUAGE PRINTING Invoice Net					CHECK TOTAL 805.00 134618 295.47 295.47	257999		-----
74880 ARLINGTON SWIFTY PRINT	00000 11141616 INV 09/22/2016					134680	258067		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 0772016 83404 2415	LANGUAGE		PRINTING		279.48			
		Invoice Net				279.48			
74880	ARLINGTON SWIFTY PRINT	00000 11215917	INV	09/22/2016		134502		258152	
	1 02026620 85104 3510	ATHLE/ADMI	ATHL SUPPL			53.63			
		Invoice Net				53.63			
74880	ARLINGTON SWIFTY PRINT	00000 11145516	INV	09/22/2016		133792		258878	
	1 1672016 85103 2410	TOBACCO	MATERIALS			646.72			
		Invoice Net				646.72			
						CHECK TOTAL		1,275.30	
24394	AUDIOLOGY AND HEARING	00000 7702417	INV	09/22/2016		17429		259134	
	1 02456842 85110 2420	ADAPTIVE T	EQ INSTRUC			75.00			
		Invoice Net				75.00			
						CHECK TOTAL		75.00	
29840	MPS	00003 11149917	INV	09/22/2016		94152829		257857	
	1 02426715 85103 2415	C&I SCIENC	INSTRUCT			4,143.54			
		Invoice Net				4,143.54			
29840	MPS	00003 11149917	INV	09/22/2016		94137021		257858	
	1 02426715 85103 2415	C&I SCIENC	INSTRUCT			388.87			
		Invoice Net				388.87			
						CHECK TOTAL		4,532.41	
70412	BELMONT AND CRYSTAL SP	00001 693217	INV	09/22/2016		1249889 090116		257873	
	1 02606910 85806 1210	SUPER	MISC SUPPL			66.55			
		Invoice Net				66.55			
70412	BELMONT AND CRYSTAL SP	00001 7718617	INV	09/22/2016		14545241 090116		259135	
	1 02456800 84201 2430	PK-SPED	OFFICE			15.54			
		Invoice Net				15.54			
						CHECK TOTAL		82.09	
32609	BODA BORG BOSTON LLC	00000 11195917	INV	09/22/2016		258		259268	
	1 18406507 83302 3520	AHS/LANG	FIELD TRIP			927.20			
		Invoice Net				927.20			
						CHECK TOTAL		927.20	
31887	BOOKSOURCE	00001 11211117	INV	09/22/2016		555840		258884	
	1 02636915 85106 2410	CURRICULUM	TEXTBOOKS			597.12			
		Invoice Net				597.12			
31887	BOOKSOURCE	00001 11211217	INV	09/22/2016		555401		258886	
	1 02636915 85106 2410	CURRICULUM	TEXTBOOKS			669.81			
		Invoice Net				669.81			
						CHECK TOTAL		1,266.93	
22234	THE BOOK RACK	00001 11120617	INV	09/22/2016		736		257874	
	1 02306740 85106 2410	C&I ENGLIS	TEXTBOOKS			5,274.50			
		Invoice Net				5,274.50			
22234	THE BOOK RACK	00001 11167617	INV	09/22/2016		737		258882	

# TOWN OF ARLINGTON



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WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02096506 85106 2410	ELEM EDUC		TEXTBOOKS		432.00			
		Invoice Net				432.00			
						CHECK TOTAL	5,706.50		
18495	BOSTON HIGASHI SCHOOL	00000	7712717	INV	09/22/2016	1708403	258538		
	1 02456851 83201 9300	OOD RESIDE		TUITION		18,108.65			
		Invoice Net				18,108.65			
18495	BOSTON HIGASHI SCHOOL	00000	7712017	INV	09/22/2016	1708412AR	258539		
	1 02456851 83201 9300	OOD RESIDE		TUITION		9,054.33			
		Invoice Net				9,054.33			
						CHECK TOTAL	27,162.98		
23730	BROCCOLI HALL INC.	00000	7717717	INV	09/22/2016	8233	258540		
	1 02456848 83201 9300	TUITION DY		TUITION		408.94			
		Invoice Net				408.94			
						CHECK TOTAL	408.94		
70602	BSN SPORTS INC	00001	11215617	INV	09/22/2016	98190203	258153		
	1 02026648 85104 3510	ATH/G/VBB		ATHL SUPPL		1,760.00			
		Invoice Net				1,760.00			
						CHECK TOTAL	1,760.00		
32616	BURLINGTON COUNTRY CLU	00000	11215017	INV	09/22/2016	2072	259269		
	1 02026646 83804 3510	ATH/G/SWIM		ATHLETIC		1,050.00			
		Invoice Net				1,050.00			
						CHECK TOTAL	1,050.00		
70693	CAM OFFICE SERVICES, I	00000	11222917	INV	09/22/2016	100638	258891		
	1 02186506 85101 2430	ELEM EDUC		REPRO SUPP		52.04			
		Invoice Net				52.04			
70693	CAM OFFICE SERVICES, I	00000	11188217	INV	09/22/2016	101233	259136		
	1 02456806 85101 2430	SPED ADM M		REPRO SUPP		300.50			
		Invoice Net				300.50			
70693	CAM OFFICE SERVICES, I	00000	11147917	INV	09/22/2016	101258	259270		
	1 02036507 85101 2430	SEC EDUC		REPRO SUPP		162.58			
		Invoice Net				162.58			
70693	CAM OFFICE SERVICES, I	00000	11231817	INV	09/22/2016	101311	259271		
	1 02016507 85101 2430	SEC EDUC		REPRO SUPP		366.58			
		Invoice Net				366.58			
70693	CAM OFFICE SERVICES, I	00000	11231817	INV	09/22/2016	101310	259272		
	1 02016507 85101 2430	SEC EDUC		REPRO SUPP		284.20			
		Invoice Net				284.20			
						CHECK TOTAL	1,165.90		
15264	CHELMSFORD AUTO ELECTR	00000	7719417	INV	09/22/2016	47505	259137		
	1 02816970 84802 3300	TRANS ED		VEHICLE RE		401.85			
		Invoice Net				401.85			
						CHECK TOTAL	401.85		

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
24670 CLINTON LIVERY, INC.	1 02816980 83301 3300	00001	7705017	INV SPED/REIMB	09/22/2016 TRANS	AUGUST 2016-JD+LC 1,800.00 1,800.00	258541		-----
				Invoice Net		CHECK TOTAL 1,800.00			
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3663552 566.55 566.55	259195		-----
				Invoice Net					
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3661056 539.86 539.86	259196		-----
				Invoice Net					
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3667749 676.97 676.97	259197		-----
				Invoice Net					
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3669238 907.50 907.50	259198		-----
				Invoice Net					
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3669309 527.67 527.67	259199		-----
				Invoice Net					
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3670763 545.75 545.75	259200		-----
				Invoice Net					
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3670674 808.61 808.61	259201		-----
				Invoice Net					
71080 COSTA FRUIT & PRODUCE	1 03034309 835001	00001	662117	INV FOOD SERV	09/22/2016 FOOD SERVI	3667513 1,766.34 1,766.34	259202		-----
				Invoice Net		CHECK TOTAL 6,339.25			
31271 CROSS COUNTRY STAFFING	1 02456830 83101 2320	00001	7703017	INV SPED/MEDS	09/22/2016 PROF TECH	511-2265633 576.00 576.00	259138		-----
				Invoice Net					
26869 DEUTSCH WILLIAMS BROOK	1 02606905 83102 1430	00000	693417	INV LEGAL SCOM	09/22/2016 LEGAL SERV	80 382.50 382.50	258389		-----
				Invoice Net					
14760 EVERGREEN CENTER INCOR	1 02456851 83201 9300	00000	7714517	INV OOD RESIDE	09/22/2016 TUITION	1022033 14,189.01 14,189.01	259139		-----
				Invoice Net					
32522 EXPLAIN EVERYTHING SAL	1 02636915 85103 1220	00000	11246717	INV CURRICULUM	09/22/2016 INSTRUCT	44 2,136.00 2,136.00	257882		-----
				Invoice Net					

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL			-----
21724	FANTINI BAKING CO., IN 1 03034309 835001	00000	662817	INV	09/22/2016	Y245974 100.14 100.14	259203		
	FOOD SERV FOOD SERVI Invoice Net					Y245975 119.68 119.68	259204		
21724	FANTINI BAKING CO., IN 1 03034309 835001	00000	662817	INV	09/22/2016	Y248431 108.37 108.37	259205		
	FOOD SERV FOOD SERVI Invoice Net					Y248432 98.63 98.63	259206		
21724	FANTINI BAKING CO., IN 1 03034309 835001	00000	662817	INV	09/22/2016	CHECK TOTAL 426.82			-----
	FOOD SERV FOOD SERVI Invoice Net					100 320.00 320.00	259207		
23827	FARAH ENTERPRISES, INC 1 03034309 835001	00000	663217	INV	09/22/2016	101 320.00 320.00	259208		
	FOOD SERV FOOD SERVI Invoice Net					320.00 320.00			
23827	FARAH ENTERPRISES, INC 1 03034309 835001	00000	663217	INV	09/22/2016	CHECK TOTAL 640.00			-----
	FOOD SERV FOOD SERVI Invoice Net					101 320.00 320.00			
32622	JUAN ABDON SILVA FERRO 1 1336775 81202 6200	00000	11253717	INV	09/22/2016	TEEN AIDE CADD 160.00 160.00	259298		
	SUMMER FUN TEMP SAL Invoice Net					CHECK TOTAL 160.00			-----
26740	FLEETPRIDE 1 02816970 84802 3300	00001	7719817	INV	09/22/2016	79512141 51.33 51.33	259140		
	TRANS ED VEHICLE RE Invoice Net					CHECK TOTAL 51.33			-----
18836	FLORES, JENNIFER 1 15123210 85103 3520	00000	11165517	INV	09/22/2016	REIMB CAMP & ART EXP 282.80 126.70	259274		
	2 15123655 85103 3520					409.50 REIMB CAMP&FIELD TRP	259275		
18836	FLORES, JENNIFER 1 15123655 83302 3520	00000	11165517	INV	09/22/2016	210.00 61.93			
	2 15123655 85103 3520					271.93 CHECK TOTAL 681.43			-----
25201	FREY 1 02426715 85103 2415	00003	11236117	INV	09/22/2016	202501338618 90.27 90.27	257859		
	C&I SCIENC INSTRUCT Invoice Net					CHECK TOTAL 90.27			-----

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	RECEIPT DATE	PO	TYPE	DUF DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
20747 FUTURE MANAGEMENT	SYST 00000 11249217	INV 09/22/2016				8038			
1 02606910 87202 1210	SUPER TRAINING					607.60			
	Invoice Net					607.60			
						CHECK TOTAL			
						607.60			
29964 G7 RESEARCH, LLC	00000 11235617	INV 09/22/2016				1179			
1 02426715 85103 2415	C&I SCIENC INSTRUCT					632.00			
	Invoice Net					632.00			
						CHECK TOTAL			
						632.00			
17173 GARMENT MACHINERY CO.,	00000 11213217	INV 09/22/2016				101389			
1 02026620 83804 3510	ATHLE/ADMI ATHLETIC					264.00			
	Invoice Net					264.00			
						CHECK TOTAL			
						264.00			
25381 GATEHOUSE MEDIA NE	00004 700517	INV 09/22/2016				BAA0117804-CFO			
1 02666920 87301 1410	BUS OFFICE PROF AFFLI					60.51			
	Invoice Net					60.51			
						CHECK TOTAL			
						60.51			
31124 HANSEN, ADAM	00000 11253517	INV 09/22/2016				0000670			
1 1336765 83402 6200	GEN ADMIN COMMUNICAT					975.00			
	Invoice Net					975.00			
						CHECK TOTAL			
						975.00			
20160 HEINEMANN PROFESSIONAL	00002 11177017	INV 09/22/2016				6668475			
1 02636575 87202 2357	PROF DEV TRAINING					702.63			
	Invoice Net					702.63			
						CHECK TOTAL			
						702.63			
21828 HENLEY ENTERPRISE	00000 7704417	INV 09/22/2016				152541			
1 02816970 84802 3300	TRANS ED VEHICLE RE					52.69			
	Invoice Net					52.69			
						CHECK TOTAL			
						52.69			
31627 INCREDIFLIX INC	00000 11253317	INV 09/22/2016				INV-0344			
1 1336775 81112 6200	SUMMER FUN TEACHER SA					2,800.00			
	Invoice Net					2,800.00			
						CHECK TOTAL			
						2,800.00			
30668 THE INSTITUTE OF FINAN	00000 700417	INV 09/22/2016				20426120			
1 02666920 87301 2357	BUS OFFICE PROF AFFLI					265.00			
	Invoice Net					265.00			
						CHECK TOTAL			
						265.00			
75183 JACK YOUNG CO INC	00000 7719517	INV 09/22/2016				9-134097			
1 02816970 84802 3300	TRANS ED VEHICLE RE					70.46			
	Invoice Net					70.46			
						CHECK TOTAL			
						70.46			

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL			-----
19317	JUSTICE RESOURCE INSTI	00000	7712517	INV	09/22/2016	12250117ARL-JC			
	1 02456851 83201	9300	OOD RESIDE	TUITION	Invoice Net	16,557.10		258543	
19317	JUSTICE RESOURCE INSTI	00000	7712417	INV	09/22/2016	12450217ARL-AC		259142	
	1 02456848 83201	9300	TUITION DY	TUITION	Invoice Net	4,488.48			
19317	JUSTICE RESOURCE INSTI	00000	7712517	INV	09/22/2016	12250217ARL-JC		259143	
	1 02456851 83201	9300	OOD RESIDE	TUITION	Invoice Net	16,557.10			
19317	JUSTICE RESOURCE INSTI	00000	7712817	INV	09/22/2016	12450217ARL-ED		259144	
	1 02456848 83201	9300	TUITION DY	TUITION	Invoice Net	249.36			
19317	JUSTICE RESOURCE INSTI	00000	7712917	INV	09/22/2016	12450217ARL-MD		259145	
	1 02456848 83201	9300	TUITION DY	TUITION	Invoice Net	249.36			
19317	JUSTICE RESOURCE INSTI	00000	7719017	INV	09/22/2016	13150217ARL-TW		259146	
	1 02456851 83201	9300	OOD RESIDE	TUITION	Invoice Net	1,869.35			
19317	JUSTICE RESOURCE INSTI	00000	7716917	INV	09/22/2016	12350117ARL-ES		259147	
	1 02456851 83201	9300	OOD RESIDE	TUITION	Invoice Net	6,622.84			
19317	JUSTICE RESOURCE INSTI	00000	7716917	INV	09/22/2016	12350217ARL-ES		259148	
	1 02456851 83201	9300	OOD RESIDE	TUITION	Invoice Net	6,622.84			
						CHECK TOTAL		53,216.43	-----
72363	LABBB COLLABORATIVE	00000	7720217	INV	09/22/2016	2171050		258544	
	1 02816980 83301	3300	SPED/REIMB	TRANS	Invoice Net	55,417.00			
72363	LABBB COLLABORATIVE	00000	7720517	INV	09/22/2016	2171386		258545	
	1 02456854 83201	9400	SPED/SUMME	TUITION	Invoice Net	5,034.06			
72363	LABBB COLLABORATIVE	00000	7703417	INV	09/22/2016	5,034.06		258546	
	1 02456821 83101	2320	SPED/CLINI	PROF TECH	Invoice Net	2171005			
72363	LABBB COLLABORATIVE	00000	7710617	INV	09/22/2016	1,087.50		258547	
	1 02456821 83101	2320	SPED/CLINI	PROF TECH	Invoice Net	2171006			
72363	LABBB COLLABORATIVE	00000	7709817	INV	09/22/2016	290.00		258548	
	1 02456854 83201	9400	SPED/SUMME	TUITION	Invoice Net	290.00			
72363	LABBB COLLABORATIVE	00000	7708417	INV	09/22/2016	2171278		258549	
	1 02456854 83201	9400	SPED/SUMME	TUITION	Invoice Net	8,971.92			
72363	LABBB COLLABORATIVE	00000	7706517	INV	09/22/2016	2171065		258550	
	1 02456854 83201	9400	SPED/SUMME	TUITION	Invoice Net	4,550.58			
						4,550.58			
						2171056			
						4,550.58			
						4,550.58			

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7709517	INV	09/22/2016	2171068 5,133.78	258551		
				SPED/SUMME	TUITION Invoice Net	5,133.78			
72363	LABBB COLLABORATIVE 1 02816980 83301 3300	00000	7705417	INV	09/22/2016	2171388 41,371.18	259149		
				SPED/REIMB	TRANS Invoice Net	41,371.18			
72363	LABBB COLLABORATIVE 1 02816980 83301 3300	00000	7705517	INV	09/22/2016	2171403 918.00	259150		
				SPED/REIMB	TRANS Invoice Net	918.00			
72363	LABBB COLLABORATIVE 1 02816980 83301 3300	00000	7705617	INV	09/22/2016	2171405 969.00	259151		
				SPED/REIMB	TRANS Invoice Net	969.00			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7706317	INV	09/22/2016	2171055 4,550.58	259152		
				SPED/SUMME	TUITION Invoice Net	4,550.58			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7706417	INV	09/22/2016	2171058 4,550.58	259153		
				SPED/SUMME	TUITION Invoice Net	4,550.58			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7706717	INV	09/22/2016	2171057 5,133.78	259154		
				SPED/SUMME	TUITION Invoice Net	5,133.78			
72363	LABBB COLLABORATIVE 1 02456848 83201 9400	00000	7706817	INV	09/22/2016	2171059 583.20	259155		
				TUITION DY	TUITION	583.20			
	2 02456854 83201 9400	00000	7706817	SPED/SUMME	TUITION Invoice Net	4,550.58 5,133.78			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7706917	INV	09/22/2016	2171060 4,550.58	259156		
				SPED/SUMME	TUITION Invoice Net	4,550.58			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7707017	INV	09/22/2016	2171073 5,133.78	259157		
				SPED/SUMME	TUITION Invoice Net	5,133.78			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7707517	INV	09/22/2016	2171061 5,133.78	259158		
				SPED/SUMME	TUITION Invoice Net	5,133.78			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7707717	INV	09/22/2016	2171062 4,550.58	259159		
				SPED/SUMME	TUITION Invoice Net	4,550.58			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7708117	INV	09/22/2016	2171063 4,550.58	259160		
				SPED/SUMME	TUITION Invoice Net	4,550.58			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7708217	INV	09/22/2016	2171064 5,133.78	259161		
				SPED/SUMME	TUITION Invoice Net	5,133.78			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7708817	INV	09/22/2016	2171276 8,971.92	259162		
				SPED/SUMME	TUITION Invoice Net	8,971.92			
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7709117	INV	09/22/2016	2171277 8,971.92	259163		
				SPED/SUMME	TUITION Invoice Net	8,971.92			

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7709317	INV	09/22/2016	2171066 4,550.58 4,550.58	259164		
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7709417	INV	09/22/2016	2171067 5,133.78 5,133.78	259165		
72363	LABBB COLLABORATIVE 1 02456854 83201 9300	00000	7709717	INV	09/22/2016	2171070 5,133.78 5,133.78	259166		
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7709917	INV	09/22/2016	2171279 8,971.92 8,971.92	259167		
72363	LABBB COLLABORATIVE 1 02456821 83101 2320	00000	7710517	INV	09/22/2016	2171423 480.00 480.00	259168		
72363	LABBB COLLABORATIVE 1 02456821 83101 2320	00000	7710717	INV	09/22/2016	2171424 300.00 300.00	259169		
72363	LABBB COLLABORATIVE 1 02456821 83101 2320	00000	7710817	INV	09/22/2016	2171425 1,575.00 1,575.00	259170		
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7716317	INV	09/22/2016	2171069 1,140.84 1,140.84	259171		
72363	LABBB COLLABORATIVE 1 02456854 83201 9400	00000	7718717	INV	09/22/2016	2171071 4,550.58 4,550.58	259172		
72363	LABBB COLLABORATIVE 1 02816980 83301 3300	00000	7719717	INV	09/22/2016	2171396 484.50 484.50	259173		
						CHECK TOTAL 001066 8,316.00 8,316.00	226,980.22		-----
72433	LEAGUE SCHOOL OF GREAT 1 02456845 83201 9300	00000	7717917	INV	09/22/2016	259174 8,316.00			
						CHECK TOTAL 8,316.00	8,316.00		-----
27366	HEALTH TRAINING EDUCAT 1 02496554 85201 3200	00001	11050917	INV	09/22/2016	259279 138259 3,835.00 3,835.00			
						CHECK TOTAL 3,835.00	3,835.00		-----
32621	LINGLONG LEE 1 1336775 81202 6200	00000	11253617	INV	09/22/2016	259278 TEEN AIDE CADD 200.00 200.00			
						CHECK TOTAL 200.00	200.00		-----
32596	LOGUE, ELIZABETH	00000	7721017	INV	09/22/2016	258554 REIMB SEI PD			

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456575 87202 2357	SPED/P.D.		TRAINING		250.00			
		Invoice Net				250.00			
						CHECK TOTAL	250.00		-----
32620	MALONE, ASHLEY	00000	11253417	INV	09/22/2016	STUDENT AIDE7/5-8/15	259280		
	1 1336775 81202 6200	SUMMER FUN		TEMP SAL		740.00			
		Invoice Net				740.00			
						CHECK TOTAL	740.00		-----
15547	MANSFIELD PAPER CO., I	00000	662417	INV	09/22/2016	174960		259209	
	1 03034309 835000	FOOD SERV		FOOD SERV/		1,951.87			
		Invoice Net				1,951.87			
15547	MANSFIELD PAPER CO., I	00000	662417	INV	09/22/2016	176055		259210	
	1 03034309 835000	FOOD SERV		FOOD SERV/		179.96			
		Invoice Net				179.96			
15547	MANSFIELD PAPER CO., I	00000	662417	INV	09/22/2016	174961		259211	
	1 03034309 835000	FOOD SERV		FOOD SERV/		1,256.36			
		Invoice Net				1,256.36			
15547	MANSFIELD PAPER CO., I	00000	662417	INV	09/22/2016	174962		259232	
	1 03034309 835000	FOOD SERV		FOOD SERV/		851.96			
		Invoice Net				851.96			
						CHECK TOTAL	4,240.15		-----
26093	MAPPO	00002	701517	INV	09/22/2016	FY 17 MEMBERSHIP-NE	258905		
	1 02666920 87301 2357	BUS OFFICE		PROF AFFLI		175.00			
		Invoice Net				175.00			
26093	MAPPO	00002	701517	INV	09/22/2016	FY 17 MEMBERSHIP-DW	258913		
	1 02666920 87301 2357	BUS OFFICE		PROF AFFLI		175.00			
		Invoice Net				175.00			
						CHECK TOTAL	350.00		-----
22843	MARSHALL MEMO, LLC	00001	11244617	INV	09/22/2016	SUBSCRIPTION 2016-17	258392		
	1 02636575 87301 2357	PROF DEV		PROF AFFLI		500.00			
		Invoice Net				500.00			
						CHECK TOTAL	500.00		-----
13244	MASCD	00002	11244017	INV	09/22/2016	#12-600	258952		
	1 02636575 87301 2357	PROF DEV		PROF AFFLI		50.00			
		Invoice Net				50.00			
						CHECK TOTAL	50.00		-----
72694	MA ASSOC OF SCHOOL SUP	00000	11249117	INV	09/22/2016	DUES 7/1/16-6/30/17	258919		
	1 02606575 87301 2357	MEMBERSHIP		PROF AFFLI		800.00			
	2 02606910 87301 1210	SUPER		PROF AFFLI		1,350.00			
	3 02636575 87301 2357	PROF DEV		PROF AFFLI		800.00			
		Invoice Net				2,950.00			
						CHECK TOTAL	2,950.00		-----

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
12897	THE MAY INSTITUTE INC.	00001	7715617	INV	09/22/2016	622870	258552		
	1 02456851 83201	9300	OOD RESIDE	TUITION		18,422.06			
			Invoice Net			18,422.06			
12897	THE MAY INSTITUTE INC.	00001	7715617	INV	09/22/2016	623326	258553		
	1 02456851 83201	9300	OOD RESIDE	TUITION		331.08			
			Invoice Net			331.08			
						CHECK TOTAL	18,753.14		
27537	MAYER-JOHNSON	00002	11187717	INV	09/22/2016	INV00029873	259175		
	1 0932016	85100	2410	EARLY PART	ED SUPP	1,074.60			
			Invoice Net			1,074.60			
						CHECK TOTAL	1,074.60		
11753	MCGRAW-HILL SCHOOL ED	00004	11187517	INV	09/22/2016	92978744001	259176		
	1 0932016	85100	2410	EARLY PART	ED SUPP	426.40			
			Invoice Net			426.40			
						CHECK TOTAL	426.40		
30959	MARIO JIMENEZ	00000	7705717	INV	09/22/2016	3385	259177		
	1 02816990 83301	3300	TRANS HOM	TRANS		300.00			
			Invoice Net			300.00			
						CHECK TOTAL	300.00		
15684	MELMARK NEW ENGLAND	00001	7718317	INV	09/22/2016	0019930-IN	258558		
	1 02456860 83101	2720	SPED TEST	PROF TECH		1,206.00			
			Invoice Net			1,206.00			
						CHECK TOTAL	1,206.00		
32595	MERENNA, ALESSANDRA	00000	11141317	INV	09/22/2016	LIAISON 6/27-8/26/16	258954		
	1 0772016	81201	3100	LANGUAGE	STIPEND	4,000.00			
			Invoice Net			4,000.00			
						CHECK TOTAL	4,000.00		
72914	MIDWEST TECHNOLOGY PRO	00001	11148217	INV	09/22/2016	2077747-00	259281		
	1 02036551 85103	2415	TECH ED	INSTRUCT		815.14			
			Invoice Net			815.14			
						CHECK TOTAL	815.14		
72731	MA TEACHERS' RETIREMEN	00000	11170817	INV	09/22/2016	FY16 EEC 262	258927		
	1 0932016	81731	5100	EARLY PART	MTRS	485.03			
			Invoice Net			485.03			
						CHECK TOTAL	485.03		
72731	MA TEACHERS' RETIREMEN	00000	11083617	INV	09/22/2016	FY 16-SPED	258935		
	1 0942016	81731	5100	SPED 240	BENEFITS	22,278.00			
			Invoice Net			22,278.00			
						CHECK TOTAL	22,278.00		

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
72731 MA TEACHERS' RETIREMEN 1 0812016 87205 2310	00000 11171117 INV TITLE I Invoice Net	09/22/2016				FY 2016-TITLE I 5,823.00 5,823.00 CHECK TOTAL 5,823.00	258944		-----
72731 MA TEACHERS' RETIREMEN 1 0812016 81731 5100	00000 11170917 INV TITLE I Invoice Net	09/22/2016				FY 16-TITLE I 1,111.00 1,111.00 CHECK TOTAL 1,111.00	258948		-----
11491 MYSTIC SERVICE CORP, I 1 02816980 83301 3300	00000 7705817 INV SPED/REIMB TRANS Invoice Net	09/22/2016				SEEM-SUMMER 2016 2,375.00 2,375.00 CHECK TOTAL 2,375.00	258555		-----
20948 NALLY ASSOCIATES, INC. 1 1436621 85104 3510	00000 701917 INV ATHL/BASEB ATHL SUPPL Invoice Net	09/22/2016				15-01302 834.16 834.16 CHECK TOTAL 834.16	259301		-----
73056 ARLINGTON CENTER AUTO 1 02816970 84802 3300	00000 7704517 INV TRANS ED VEHICLE RE Invoice Net	09/22/2016				825475 334.58 334.58 CHECK TOTAL 360.56	257871		-----
73056 ARLINGTON CENTER AUTO 1 02816970 84802 3300	00000 7704517 INV TRANS ED VEHICLE RE Invoice Net	09/22/2016				826272 25.98 25.98 CHECK TOTAL 360.56	259133		-----
73050 NASCO 1 02016518 85103 2415	00002 11160317 INV FAM/CONS S INSTRUCT Invoice Net	09/22/2016				82107 44.55 44.55 CHECK TOTAL 365.32	257875		-----
73050 NASCO 1 02426715 85103 2415	00002 11235717 INV C&I SCIENC INSTRUCT Invoice Net	09/22/2016				98150 191.72 191.72 CHECK TOTAL 365.32	258155		-----
73050 NASCO 1 02426715 85103 2415	00002 11235717 INV C&I SCIENC INSTRUCT Invoice Net	09/22/2016				111883 129.05 129.05 CHECK TOTAL 365.32	258156		-----
24518 NEVILLE, PAULA J. 1 02606910 83101 1210	00000 700117 INV SUPER PROF TECH Invoice Net	09/22/2016				165 1,551.00 1,551.00 CHECK TOTAL 1,551.00	259282		-----
24772 NEW ENGLAND ACADEMY,LL 1 02456848 83201 9300	00000 7716417 INV TUITION DY TUITION Invoice Net	09/22/2016				ARL0816P 2,463.44 2,463.44 CHECK TOTAL 2,463.44	258556		-----
24772 NEW ENGLAND ACADEMY,LL	00000 7717017 INV	09/22/2016				ARL0816	258557		-----

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456848 83201 9300			TUITION DY Invoice Net	TUITION	2,463.44 2,463.44 CHECK TOTAL			-----
17599	THE NEW ENGLAND CENTER	00001	7717317	INV	09/22/2016	218523 9,151.82 9,151.82 CHECK TOTAL	259178		-----
	1 02456851 83201 9300			OOD RESIDE Invoice Net	TUITION				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	6131625002 214.53 214.53	259233		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	6131625003 51.21 51.21	259234		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	6131625004 101.31 101.31	259235		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	6131625005 76.31 76.31	259236		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	4261625301 273.89 273.89	259237		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	4261625302 203.51 203.51	259238		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695237 203.48 203.48	259239		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695238 210.92 210.92	259240		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695240 76.86 76.86	259241		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695242 64.08 64.08	259242		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695243 64.08 64.08	259243		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695246 76.86 76.86	259244		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695247 64.08 64.08	259245		-----
	1 03034309 835001			FOOD SERV Invoice Net	FOOD SERVI				

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695248		259246	
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.08			
				Invoice Net		64.08			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	695249		259247	
	1 03034309 835001			FOOD SERV	FOOD SERVI	76.86			
				Invoice Net		76.86			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	697474		259248	
	1 03034309 835001			FOOD SERV	FOOD SERVI	257.65			
				Invoice Net		257.65			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	697476		259249	
	1 03034309 835001			FOOD SERV	FOOD SERVI	63.49			
				Invoice Net		63.49			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	697485		259250	
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.04			
				Invoice Net		64.04			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	697488		259251	
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.08			
				Invoice Net		64.08			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	697490		259252	
	1 03034309 835001			FOOD SERV	FOOD SERVI	114.74			
				Invoice Net		114.74			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701471		259253	
	1 03034309 835001			FOOD SERV	FOOD SERVI	167.95			
				Invoice Net		167.95			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701473		259254	
	1 03034309 835001			FOOD SERV	FOOD SERVI	143.23			
				Invoice Net		143.23			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701477		259255	
	1 03034309 835001			FOOD SERV	FOOD SERVI	89.69			
				Invoice Net		89.69			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701479		259256	
	1 03034309 835001			FOOD SERV	FOOD SERVI	89.73			
				Invoice Net		89.73			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701480		259257	
	1 03034309 835001			FOOD SERV	FOOD SERVI	76.86			
				Invoice Net		76.86			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701483		259258	
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.21			
				Invoice Net		51.21			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701484		259259	
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.04			
				Invoice Net		64.04			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	09/22/2016	701488		259260	
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.51			
				Invoice Net		102.51			
						CHECK TOTAL	3,171.28		-----
29724	NEW ENGLAND TRANSIT SA	00000	7719317	INV	09/22/2016	IN167522		259179	

## **TOWN OF ARLINGTON**

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02816970 84802	3300	TRANS ED Invoice Net	VEHICLE RE		1,225.17 1,225.17			-----
					CHECK TOTAL	1,225.17			
26908	NORTHEAST CUTLERY 1 03034309 865000	00000	663617 INV FOOD SERV Invoice Net	09/22/2016 FOOD SERV/ 36.00 36.00		728490 36.00 18.00 18.00	259212		
26908	NORTHEAST CUTLERY 1 03034309 865000	00000	663617 INV FOOD SERV Invoice Net	09/22/2016 FOOD SERV/ 18.00 18.00		728491 18.00 18.00	259213		
					CHECK TOTAL	54.00			-----
32385	O'LOUGHLIN, AMY P. 1 1336775 81112	6200	00000 11253217 INV SUMMER FUN Invoice Net	09/22/2016 TEACHER SA		PASSPORT TO WORLD 2,425.00 2,425.00	259283		
					CHECK TOTAL	2,425.00			-----
32380	PARROT, INC. 1 14116106 85103	2420	00000 11170316 INV NAVIGATING SUPPLIES Invoice Net	09/22/2016		74884 2,830.92 2,830.92	259284		
					CHECK TOTAL	2,830.92			-----
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	2415	00001 11053717 INV C&I MATH Invoice Net	09/22/2016 INSTRUCT		4024681101 3,585.98	258012		
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	1220	00001 11053717 INV CURRICULUM Invoice Net	09/22/2016 INSTRUCT		2,491.95 6,077.93			
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	2415	00001 11053717 INV C&I MATH Invoice Net	09/22/2016 INSTRUCT		7025123097 5,334.00	258016		
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	1220	00001 11053717 INV CURRICULUM Invoice Net	09/22/2016 INSTRUCT		3,706.67 9,040.67			
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	2415	00001 11053717 INV C&I MATH Invoice Net	09/22/2016 INSTRUCT		7025123367 5,259.77	258018		
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	1220	00001 11053717 INV CURRICULUM Invoice Net	09/22/2016 INSTRUCT		3,655.10 8,914.87			
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	2415	00001 11053717 INV C&I MATH Invoice Net	09/22/2016 INSTRUCT		7025122897 4,630.54	258019		
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	1220	00001 11053717 INV CURRICULUM Invoice Net	09/22/2016 INSTRUCT		3,217.84 7,848.38			
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	2415	00001 11053717 INV C&I MATH Invoice Net	09/22/2016 INSTRUCT		7,584.77 7025122966	258021		
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	1220	00001 11053717 INV CURRICULUM Invoice Net	09/22/2016 INSTRUCT		3,109.76 7,584.77			
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	2415	00001 11053717 INV C&I MATH Invoice Net	09/22/2016 INSTRUCT		4,475.01 4,280.61	258023		
15561	PEARSON EDUCATION 1 02396720 85103 2 02636915 85103	1220	00001 11053717 INV CURRICULUM Invoice Net	09/22/2016 INSTRUCT		2,974.66 7,255.27			
15561	PEARSON EDUCATION 1 02396720 85103	2415	00001 11053717 INV C&I MATH Invoice Net	09/22/2016 INSTRUCT		7025123157 3,414.71	258025		

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		2,372.93 5,787.64			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	4024681108	258027		
	1 02396720 85103	2415		C&I MATH INSTRUCT		3,255.81			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		2,262.52 5,518.33			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	4024681113	258029		
	1 02396720 85103	2415		C&I MATH INSTRUCT		3,148.37			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		2,187.85 5,336.22			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	4024681112	258030		
	1 02396720 85103	2415		C&I MATH INSTRUCT		2,865.57			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		1,991.32 4,856.89			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	7025122862	258033		
	1 02396720 85103	2415		C&I MATH INSTRUCT		2,707.62			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		1,881.57 4,589.19			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	4024681110	258034		
	1 02396720 85103	2415		C&I MATH INSTRUCT		2,225.39			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		1,546.45 3,771.84			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	4024680061	258035		
	1 02396720 85103	2415		C&I MATH INSTRUCT		1,920.60			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		1,334.65 3,255.25			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	4024680060	258036		
	1 02396720 85103	2415		C&I MATH INSTRUCT		1,725.44			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		1,199.04 2,924.48			
15561	PEARSON EDUCATION		00001	11053717 INV	09/22/2016	4024681111	258037		
	1 02396720 85103	2415		C&I MATH INSTRUCT		1,480.15			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		1,028.58 2,508.73			
15561	PEARSON EDUCATION		00001	11236317 INV	09/22/2016	4024773683	258986		
	1 02426715 85103	2415		C&I SCIENC INSTRUCT Invoice Net		231.00 231.00			
						CHECK TOTAL	85,501.46		-----
15561	PEARSON EDUCATION		00005	11053717 INV	09/22/2016	10769713	258042		
	1 02396720 85103	2415		C&I MATH INSTRUCT		2,242.00			
	2 02636915 85103	1220		CURRICULUM INSTRUCT Invoice Net		1,558.00 3,800.00			
						CHECK TOTAL	3,800.00		-----
15550	PEPSI-COLA COMPANY		00000	663417 INV	09/22/2016	31297458	259214		
	1 03034309 835001			FOOD SERV FOOD SERVI Invoice Net		249.70 249.70			

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
15550	PEPSI-COLA COMPANY 1 03034309 835001	00000	663417	INV	09/22/2016	54772101 701.76 701.76	259215		
15550	PEPSI-COLA COMPANY 1 03034309 835001	00000	663417	INV	09/22/2016	54772102 170.60 170.60	259216		
						CHECK TOTAL 1,122.06			-----
73408	PERKINS SCHOOL FOR THE 1 02456848 83201 9300	00000	7715117	INV	09/22/2016	053111 13,741.14 13,741.14	258559		
73408	PERKINS SCHOOL FOR THE 1 02456848 83201 9300	00000	7717217	INV	09/22/2016	053169 13,328.91 13,328.91	258560		
						CHECK TOTAL 27,070.05			-----
20148	DOCTOR FRANKLIN PERKIN 1 02456851 83201 9300	00000	7711817	INV	09/22/2016	IVC057345 5,410.86 5,410.86	259180		
20148	DOCTOR FRANKLIN PERKIN 1 02456851 83201 9300	00000	7714117	INV	09/22/2016	IVC057346 5,584.65 5,584.65	259181		
						CHECK TOTAL 10,995.51			-----
25843	PETE'S TIRE BARN, INC. 1 02816970 84802 3300	00000	7718517	INV	09/22/2016	790709 777.48 777.48	259182		
25843	PETE'S TIRE BARN, INC. 1 02816970 84802 3300	00000	7719917	INV	09/22/2016	790757 1,619.36 1,619.36	259183		
25843	PETE'S TIRE BARN, INC. 1 02816970 84802 3300	00000	7718517	INV	09/22/2016	790627 1,308.88 1,308.88	259261		
						CHECK TOTAL 3,705.72			-----
31626	PHILBIN INSURANCE GROU 1 02576900 83807 1110	00001	701317	INV	09/22/2016	570 42,100.00 42,100.00	258395		
						CHECK TOTAL 42,100.00			-----
13902	PITSCO, INC. 1 02036551 85103 2415	00001	11148017	INV	09/22/2016	652382-3 497.49 497.49	258956		
						CHECK TOTAL 497.49			-----
27958	PORTER, NATHAN 1 1336775 81112 6200	00000	11253117	INV	09/22/2016	NINJAS 8/8-8/12/16 600.00 600.00	259285		

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL			-----
11409	PREMIER SCHOOL AGENDAS	00004	11147517	INV	09/22/2016	600.00			
1	02036507 85103 2415	SEC EDUC		INSTRUCT		204500482847		257876	
				Invoice Net		3,575.00			
						3,575.00			
20173	PROGRESSIVE COMMUNICAT	00001	11144817	INV	09/22/2016	5068		258957	
1	15206960 84321 4230	FACIL/MAIN		EQUIP MAIN		120.00			
				Invoice Net		120.00			
						CHECK TOTAL	120.00		
31930	PROMETHEAN, INC	00000	11236217	INV	09/22/2016	200/60183866		259286	
1	02426715 85103 2415	C&I SCIENC		INSTRUCT		82.00			
				Invoice Net		82.00			
						CHECK TOTAL	82.00		
14467	REALLY GOOD STUFF, INC	00001	11096717	INV	09/22/2016	5758342		257877	
1	02216506 85103 2415	ELEM EDUC		INSTRUCT		227.19			
				Invoice Net		227.19			
14467	REALLY GOOD STUFF, INC	00001	11096517	INV	09/22/2016	5755138		257878	
1	02216506 85103 2415	ELEM EDUC		INSTRUCT		47.92			
				Invoice Net		47.92			
14467	REALLY GOOD STUFF, INC	00001	11181117	INV	09/22/2016	5758346		258049	
1	02216506 85103 2415	ELEM EDUC		INSTRUCT		100.62			
				Invoice Net		100.62			
14467	REALLY GOOD STUFF, INC	00001	11020417	INV	09/22/2016	5644427		258958	
1	02186506 85103 2415	ELEM EDUC		INSTRUCT		119.47			
				Invoice Net		119.47			
14467	REALLY GOOD STUFF, INC	00001	112202	INV	09/22/2016	5786876		258959	
1	02186506 85103 2415	ELEM EDUC		INSTRUCT		170.99			
				Invoice Net		170.99			
						CHECK TOTAL	666.19		
31476	RECREATIONAL EQUIPMENT	00001	11198017	INV	09/22/2016	9415673368		258157	
1	02026623 85104 3510	ATHL/BOY C		ATHL SUPPL		252.00			
2	02026637 85104 3510	ATH/G/CC		ATHL SUPPL		252.00			
				Invoice Net		504.00			
						CHECK TOTAL	504.00		
12985	ROBERT H. LORD CO., IN	00000	11184017	INV	09/22/2016	32444 A		258051	
1	15206960 88501 4230	FACIL/MAIN		CAP EQUIP		3,815.76			
				Invoice Net		3,815.76			
						CHECK TOTAL	3,815.76		
23093	A. RUSSO & SONS, INC.	00000	11164317	INV	09/22/2016	250596		258158	
1	15123260 84902 3520	AFT SCH		FOOD SUPPL		160.00			
				Invoice Net		160.00			

## TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL			-----
24874 SAL'S PIZZA 1 03034309 835001	00000 662517 INV 09/22/2016 FOOD SERV FOOD SERVI Invoice Net					23932 178.50 178.50		259217	
24874 SAL'S PIZZA 1 03034309 835001	00000 662517 INV 09/22/2016 FOOD SERV FOOD SERVI Invoice Net					23933 178.50 178.50		259218	
24874 SAL'S PIZZA 1 03034309 835001	00000 662517 INV 09/22/2016 FOOD SERV FOOD SERVI Invoice Net					23934 178.50 178.50		259219	
24874 SAL'S PIZZA 1 03034309 835001	00000 662517 INV 09/22/2016 FOOD SERV FOOD SERVI Invoice Net					23935 142.80 142.80		259220	
24874 SAL'S PIZZA 1 03034309 835001	00000 662517 INV 09/22/2016 FOOD SERV FOOD SERVI Invoice Net					23936 107.10 107.10		259221	
24874 SAL'S PIZZA 1 03034309 835001	00000 662517 INV 09/22/2016 FOOD SERV FOOD SERVI Invoice Net					23937 142.80 142.80		259222	
24874 SAL'S PIZZA 1 03034309 835001	00000 662517 INV 09/22/2016 FOOD SERV FOOD SERVI Invoice Net					23938 214.20 214.20		259223	
						CHECK TOTAL			-----
						1,142.40			
25037 SANDLER, MICHAEL 1 02486745 83101	00000 11225117 INV 09/22/2016 C&I SOC ST PROF TECH Invoice Net	2440				REIMB SUBSCRIPTION 29.99 29.99		259287	
						CHECK TOTAL		29.99	-----
32611 DEBORAH SAVAGE & TIMOT 1 02456860 83101	00000 7721917 INV 09/22/2016 SPED TEST PROF TECH Invoice Net	2720				REIMB AGREEMENT 2,600.00 2,600.00		259188	
						CHECK TOTAL		2,600.00	-----
27528 SCANTRON 1 02426715 85103	00002 11236417 INV 09/22/2016 C&I SCIENC INSTRUCT Invoice Net	2415				6327872 1,099.32 1,099.32		258987	
						CHECK TOTAL		1,099.32	-----
73185 SCHOOL SPECIALTY, INC. 1 02216506 85103	00006 65009717 ACI 09/22/2016 ELEM EDUC INSTRUCT Invoice Net	2415				A308102574548 507.97 507.97		257879	
73185 SCHOOL SPECIALTY, INC. 1 02216506 85103	00006 65010517 ACI 09/22/2016 ELEM EDUC INSTRUCT Invoice Net	2415				A308102574547 129.90 129.90		257880	
73185 SCHOOL SPECIALTY, INC. 1 02216506 85103	00006 65009817 ACI 09/22/2016 ELEM EDUC INSTRUCT Invoice Net	2415				A308102574549 243.36 243.36		258053	

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
73185	SCHOOL SPECIALTY, INC.	00006	65000317	ACI	09/22/2016	A208116751062			
1	02096506 85103	2415		ELEM EDUC	INSTRUCT	321.71			
					Invoice Net	321.71			
73185	SCHOOL SPECIALTY, INC.	00006	65000917	ACI	09/22/2016	A308102529889			
1	02096506 85103	2415		ELEM EDUC	INSTRUCT	845.80			
					Invoice Net	845.80			
73185	SCHOOL SPECIALTY, INC.	00006	65008317	ACI	09/22/2016	A308102563663			
1	02546750 85103	2415		VISUAL/ART	INSTRUCT	3,666.22			
					Invoice Net	3,666.22			
73185	SCHOOL SPECIALTY, INC.	00006	65008517	ACI	09/22/2016	A308102555575			
1	02096506 85103	2415		ELEM EDUC	INSTRUCT	3,079.19			
					Invoice Net	3,079.19			
73185	SCHOOL SPECIALTY, INC.	00006	65011017	ACI	09/22/2016	A308102566961			
1	02096506 85103	2415		ELEM EDUC	INSTRUCT	338.96			
					Invoice Net	338.96			
73185	SCHOOL SPECIALTY, INC.	00006	65015817	ACI	09/22/2016	A208116909977			
1	02096506 85103	2415		ELEM EDUC	INSTRUCT	224.25			
					Invoice Net	224.25			
73185	SCHOOL SPECIALTY, INC.	00006	65015917	ACI	09/22/2016	A308102588380			
1	02456800 85103	2415		PK-SPED	INSTRUCT	5,702.09			
					Invoice Net	5,702.09			
73185	SCHOOL SPECIALTY, INC.	00006	692217	ACI	09/22/2016	A208116971569			
1	18406506 88501	4230		ELEM ED	CAP EQUIP	1,473.02			
					Invoice Net	1,473.02			
73185	SCHOOL SPECIALTY, INC.	00006	65004017	ACI	09/22/2016	A308102529895			
1	02546750 85103	2415		VISUAL/ART	INSTRUCT	1,476.23			
					Invoice Net	1,476.23			
73185	SCHOOL SPECIALTY, INC.	00006	65004217	ACI	09/22/2016	A308102535787			
1	02186506 85103	2415		ELEM EDUC	INSTRUCT	469.91			
					Invoice Net	469.91			
73185	SCHOOL SPECIALTY, INC.	00006	65004417	ACI	09/22/2016	A208116750025			
1	02186506 85103	2415		ELEM EDUC	INSTRUCT	42.32			
					Invoice Net	42.32			
73185	SCHOOL SPECIALTY, INC.	00006	65004417	ACI	09/22/2016	A208117170792			
1	02186506 85103	2415		ELEM EDUC	INSTRUCT	68.36			
					Invoice Net	68.36			
73185	SCHOOL SPECIALTY, INC.	00006	65004717	ACI	09/22/2016	A208116750017			
1	02186506 85103	2415		ELEM EDUC	INSTRUCT	75.47			
					Invoice Net	75.47			
73185	SCHOOL SPECIALTY, INC.	00006	65004817	ACI	09/22/2016	A308102523262			
1	02186506 85103	2415		ELEM EDUC	INSTRUCT	298.15			
					Invoice Net	298.15			
73185	SCHOOL SPECIALTY, INC.	00006	65004917	ACI	09/22/2016	A308102532556			
1	02186506 85103	2415		ELEM EDUC	INSTRUCT	999.26			
					Invoice Net	999.26			
73185	SCHOOL SPECIALTY, INC.	00006	65005217	ACI	09/22/2016	A208116806374			
1	02186506 85103	2415		ELEM EDUC	INSTRUCT	85.08			
					Invoice Net	85.08			

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
73185	SCHOOL SPECIALTY, INC.	00006 65005817	ACI	09/22/2016		A308102529891			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			901.28			
			Invoice Net			901.28			
73185	SCHOOL SPECIALTY, INC.	00006 65005917	ACI	09/22/2016		A308102573585			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			279.98			
			Invoice Net			279.98			
73185	SCHOOL SPECIALTY, INC.	00006 65006318	ACI	09/22/2016		A208116911032			
1 02216506 85103	2415	ELEM EDUC	INSTRUCT			47.12			
			Invoice Net			47.12			
73185	SCHOOL SPECIALTY, INC.	00006 65007217	ACI	09/22/2016		A208116994741			
1 02216506 85103	2415	ELEM EDUC	INSTRUCT			1,068.83			
			Invoice Net			1,068.83			
73185	SCHOOL SPECIALTY, INC.	00006 65007417	ACI	09/22/2016		A308102603928			
1 02216506 85103	2415	ELEM EDUC	INSTRUCT			1,509.11			
			Invoice Net			1,509.11			
73185	SCHOOL SPECIALTY, INC.	00006 65010217	ACI	09/22/2016		A208116910312			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			79.30			
			Invoice Net			79.30			
73185	SCHOOL SPECIALTY, INC.	00006 65010317	ACI	09/22/2016		A208116910672			
1 02186506 84201	2430	ELEM EDUC	OFFICE			77.71			
			Invoice Net			77.71			
73185	SCHOOL SPECIALTY, INC.	00006 65011617	ACI	09/22/2016		A308102553749			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			424.97			
			Invoice Net			424.97			
73185	SCHOOL SPECIALTY, INC.	00006 65012717	ACI	09/22/2016		A308102599584			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			493.22			
			Invoice Net			493.22			
73185	SCHOOL SPECIALTY, INC.	00006 65013117	ACI	09/22/2016		A308102599582			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			372.77			
			Invoice Net			372.77			
73185	SCHOOL SPECIALTY, INC.	00006 65016917	ACI	09/22/2016		A308102572868			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			189.61			
			Invoice Net			189.61			
73185	SCHOOL SPECIALTY, INC.	00006 65018017	ACI	09/22/2016		A208117180906			
1 02486527 85103	2415	HS PROF DE	INSTRUCT			50.70			
			Invoice Net			50.70			
73185	SCHOOL SPECIALTY, INC.	00006 65018517	ACI	09/22/2016		A308102603665			
1 02186506 85103	2415	ELEM EDUC	INSTRUCT			131.72			
			Invoice Net			131.72			
73185	SCHOOL SPECIALTY, INC.	00006 65019217	ACI	09/22/2016		A208117170496			
1 02366548 85103	2415	HEALTH/H.S	INSTRUCT			44.73			
			Invoice Net			44.73			
73185	SCHOOL SPECIALTY, INC.	00006 65019417	ACI	09/22/2016		A208117192896			
1 02016507 84201	2430	SEC EDUC	OFFICE			152.28			
			Invoice Net			152.28			
73185	SCHOOL SPECIALTY, INC.	00006 65019517	ACI	09/22/2016		A208117180115			
1 02216506 85103	2415	ELEM EDUC	INSTRUCT			243.42			
			Invoice Net			243.42			

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
73185	SCHOOL SPECIALTY, INC.	00006	65013517	ACI	09/22/2016	A308102599609			
1	02456800 85100	2430	PK-SPED	ED SUPP		5,973.62			
			Invoice Net			5,973.62			
73185	SCHOOL SPECIALTY, INC.	00006	65011117	ACI	09/22/2016	A208116909795			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		116.51			
			Invoice Net			116.51			
73185	SCHOOL SPECIALTY, INC.	00006	65011317	ACI	09/22/2016	A308102578272			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		68.94			
			Invoice Net			68.94			
73185	SCHOOL SPECIALTY, INC.	00006	65011417	ACI	09/22/2016	A208116909941			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		17.15			
			Invoice Net			17.15			
73185	SCHOOL SPECIALTY, INC.	00006	65011517	ACI	09/22/2016	A208116909797			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		29.85			
			Invoice Net			29.85			
73185	SCHOOL SPECIALTY, INC.	00006	65011717	ACI	09/22/2016	A208116911101			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		9.98			
			Invoice Net			9.98			
73185	SCHOOL SPECIALTY, INC.	00006	65010817	ACI	09/22/2016	A208116909813			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		78.60			
			Invoice Net			78.60			
73185	SCHOOL SPECIALTY, INC.	00006	65011217	ACI	09/22/2016	A308102569841			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		98.79			
			Invoice Net			98.79			
73185	SCHOOL SPECIALTY, INC.	00006	65012017	ACI	09/22/2016	A208116895177			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		41.36			
			Invoice Net			41.36			
73185	SCHOOL SPECIALTY, INC.	00006	65012317	ACI	09/22/2016	A208116909800			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		38.53			
			Invoice Net			38.53			
73185	SCHOOL SPECIALTY, INC.	00006	65010117	ACI	09/22/2016	A208116895404			
1	02036507 84201	2430	SEC EDUC	OFFICE		16.91			
			Invoice Net			16.91			
73185	SCHOOL SPECIALTY, INC.	00006	65013117	ACI	09/22/2016	A208117190945			
1	02186506 85103	2415	ELEM EDUC	INSTRUCT		89.96			
			Invoice Net			89.96			
					CHECK TOTAL	32,694.20			-----
32537	SCOLAB INC	00000	11054617	INV	09/22/2016	2016082481			
1	02396720 85804	2451	C&I MATH	SOFTWARE		1,800.00			
			Invoice Net			1,800.00			
					CHECK TOTAL	1,800.00			-----
73893	SHEFFIELD POTTERY, INC	00001	11229117	INV	09/22/2016	345025			
1	02546750 85103	2415	VISUAL/ART	INSTRUCT		406.00			
			Invoice Net			406.00			
					CHECK TOTAL	406.00			-----

## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
31480	SHRED-IT USA-NEW YORK 1 02606910 83101 1210	00002	11192417	INV SUPER	09/22/2016 PROF TECH Invoice Net	8120828400 841.65 841.65	/ 257883		-----
						CHECK TOTAL	841.65		-----
73929	CAROLYN E. SIMMONS 1 02016575 87202 2357	00000	11231617	INV PROF DEV	09/22/2016 TRAINING Invoice Net	REIMB EXP-PD 74.93 74.93	258960		-----
						CHECK TOTAL	74.93		-----
27662	SOCIAL THINKING 1 0962016 85103 2357	00000	11187917	INV SPED/DEV	09/22/2016 TEXTBOOKS Invoice Net	37309 462.20 462.20	258562		-----
27662	SOCIAL THINKING 1 0962016 85103 2357	00000	11188017	INV SPED/DEV	09/22/2016 TEXTBOOKS Invoice Net	INV003634 171.45 171.45	258563		-----
						CHECK TOTAL	633.65		-----
29304	ST JOHNSBURY ACADEMY 1 0792016 87208 2357	00001	11061316	INV TITLE IIA	09/22/2016 Training Invoice Net	SESSION 3 7/24-7/29 1,395.00 1,395.00	257862		-----
						CHECK TOTAL	1,395.00		-----
74061	STONEMAN, CHANDLER & M 1 02456866 83102 1430	00001	693617	INV LEGAL SPED	09/22/2016 LEGAL SERV Invoice Net	ARLING 3-42814 11,452.40 11,452.40	258962		-----
						CHECK TOTAL	11,452.40		-----
74139	TAYLOR & LLOYD, INC. 1 02816970 84802 3300	00000	7720017	INV TRANS ED	09/22/2016 VEHICLE RE Invoice Net	522278 3,212.89 3,212.89	259185		-----
						CHECK TOTAL	3,212.89		-----
21578	TEACHER DIRECT 1 02216506 85103 2415	00001	11096617	INV ELEM EDUC	09/22/2016 INSTRUCT Invoice Net	P463860400013 52.40 52.40	257881		-----
						CHECK TOTAL	52.40		-----
17818	TEACHERS' CURRICULUM I 1 02456863 85106 2410	00000	11086516	INV SPED CURRI	09/22/2016 TEXTBOOKS 2 02486745 85106 2410 C&I SOC ST Invoice Net	INV23327 41.25 41.25 82.50	258564		-----
17818	TEACHERS' CURRICULUM I 1 02456863 85106 2410	00000	11086516	INV SPED CURRI	09/22/2016 TEXTBOOKS 2 02486745 85106 2410 C&I SOC ST Invoice Net	INV23904 37.50 37.50 75.00	258565		-----
						CHECK TOTAL	157.50		-----

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
28406	THIRD SECTOR NEW ENGLA	00001	11244217	INV	09/22/2016	T0451-766-01	258963		
1	02636575 87202 2357	PROF DEV		TRAINING		6,203.00			
2	08192015 83101 2357	SUCCESS		PROF DEV		3,697.00			
		Invoice Net				9,900.00			
					CHECK TOTAL	9,900.00			
22736	THURSTON FOODS, INC.	00000	11164617	INV	09/22/2016	643909	258974		
1	15123260 84902 3520	AFT SCH		FOOD SUPPL		588.38			
		Invoice Net				588.38			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	640749	259224		
1	03034309 835001	FOOD SERV		FOOD SERVI		1,154.31			
		Invoice Net				1,154.31			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	640751	259225		
1	03034309 835001	FOOD SERV		FOOD SERVI		1,177.74			
		Invoice Net				1,177.74			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	640752	259226		
1	03034309 835001	FOOD SERV		FOOD SERVI		459.44			
		Invoice Net				459.44			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	639238	259227		
1	03034309 835001	FOOD SERV		FOOD SERVI		822.63			
		Invoice Net				822.63			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	636936	259228		
1	03034309 835001	FOOD SERV		FOOD SERVI		362.85			
		Invoice Net				362.85			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	638106	259229		
1	03034309 835001	FOOD SERV		FOOD SERVI		1,376.79			
		Invoice Net				1,376.79			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	637118	259230		
1	03034309 835001	FOOD SERV		FOOD SERVI		1,630.31			
		Invoice Net				1,630.31			
22736	THURSTON FOODS, INC.	00000	662217	INV	09/22/2016	639240	259231		
1	03034309 835001	FOOD SERV		FOOD SERVI		1,060.30			
		Invoice Net				1,060.30			
					CHECK TOTAL	8,632.75			
74229	TOWN OF ARLINGTON	00000	11084117	INV	09/22/2016	HEALTH INS/TITLE I	258964		
1	0812016 87205 2310	TITLE I		GERMAINE		14,988.30			
		Invoice Net				14,988.30			
					CHECK TOTAL	14,988.30			
20728	TRICON SPORTS	00001	11196517	INV	09/22/2016	12944	258965		
1	02026648 85104 3510	ATH/G/VBB		ATHL SUPPL		1,285.28			
		Invoice Net				1,285.28			
20728	TRICON SPORTS	00001	11213517	INV	09/22/2016	12943	258967		
1	02026633 85104 3510	ATH/VOLLEY		ATHL SUPPL		775.90			
2	02026648 85104 3510	ATH/G/VBB		ATHL SUPPL		775.91			
		Invoice Net				1,551.81			
					CHECK TOTAL	2,837.09			

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I36777133	257863		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		627.60			
			Invoice Net			627.60			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	CR3373629	257864		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		-37.80			
			Invoice Net			-37.80			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I36815704	257865		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		37.80			
			Invoice Net			37.80			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I36808171	257866		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		37.80			
			Invoice Net			37.80			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I36955840	257867		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		37.80			
			Invoice Net			37.80			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I37031954	257868		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		37.80			
			Invoice Net			37.80			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I37069145	257869		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		37.80			
			Invoice Net			37.80			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I37188194	257870		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		37.80			
			Invoice Net			37.80			
13234	W. B. MASON CO., INC.	00001	11228717	ACI	09/22/2016	I37229140	257884		
	1 02016507 85101	2430	SEC EDUC	REPRO SUPP		2,359.20			
			Invoice Net			2,359.20			
13234	W. B. MASON CO., INC.	00001	11229017	ACI	09/22/2016	I36662471	258976		
	1 02546750 85103	2415	VISUAL/ART	INSTRUCT		2,089.75			
			Invoice Net			2,089.75			
13234	W. B. MASON CO., INC.	00001	11229017	ACI	09/22/2016	I36916427	258977		
	1 02546750 85103	2415	VISUAL/ART	INSTRUCT		68.58			
			Invoice Net			68.58			
13234	W. B. MASON CO., INC.	00001	11229017	ACI	09/22/2016	I37031631	258978		
	1 02546750 85103	2415	VISUAL/ART	INSTRUCT		102.87			
			Invoice Net			102.87			
13234	W. B. MASON CO., INC.	00001	11020117	ACI	09/22/2016	I36624007	258980		
	1 02186506 85101	2430	ELEM EDUC	REPRO SUPP		2,359.20			
			Invoice Net			2,359.20			
13234	W. B. MASON CO., INC.	00001	692517	ACI	09/22/2016	I37637897	258981		
	1 18406920 84201	2430	REVOLV/AD	OFFICE		53.79			
			Invoice Net			53.79			
13234	W. B. MASON CO., INC.	00001	692717	ACI	09/22/2016	I37635205	258982		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		11.34			
			Invoice Net			11.34			
13234	W. B. MASON CO., INC.	00001	11241217	ACI	09/22/2016	I37670698	258983		
	1 02306740 84201	2430	C&I ENGLIS	OFFICE		114.85			
			Invoice Net			114.85			

# TOWN OF ARLINGTON



## PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17047 09/22/2016

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DU DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
13234 W. B. MASON CO., INC.	1 02016507 84201 2430	00001	11231517	ACI SEC EDUC	09/22/2016 OFFICE	I37630843 506.95 506.95	259300		-----
				Invoice Net		CHECK TOTAL 8,483.13			
74469 WANAMAKER HARDWARE	1 199 84000	00000	11160917	INV DRAMA	09/22/2016 MISC	138432 97.58 97.58	259013		-----
				Invoice Net		CHECK TOTAL 97.58			
32599 WATT, FATIMA	1 02456860 83101	00000	7721717	INV SPED TEST	09/22/2016 PROF TECH	CONSULT SVCS 9/8/16 600.00 600.00	259186		-----
				Invoice Net					
32599 WATT, FATIMA	1 02456860 83101	00000	7721717	INV SPED TEST	09/22/2016 PROF TECH	CONSULT SVCS 9/16/16 300.00 300.00	259187		-----
				Invoice Net		CHECK TOTAL 900.00			
74560 WILSON LANGUAGE TRAINI	1 02636915 85103	00001	11178417	INV CURRICULUM	09/22/2016 INSTRUCT	1653325 865.08 865.08	258165		-----
				Invoice Net					
74560 WILSON LANGUAGE TRAINI	1 02636575 87202	00001	11178517	INV PROF DEV	09/22/2016 TRAINING	ID02548 50.00 50.00	258984		-----
				Invoice Net		CHECK TOTAL 915.08			

340 INVOICES

WARRANT TOTAL

777,970.64

777,970.64

# TOWN OF ARLINGTON



## PRELIMINARY WARRANT SUMMARY

WARRANT: 17047 09/22/2016

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET			
0200	02016507	SECONDARY EDUCATION	0200-3-01	-6507-01-10-5-02-84201	-2430	OFFICE SUPPLIES	659.23	2,603.78
0200	02016507	SECONDARY EDUCATION	0200-3-01	-6507-01-10-5-02-85101	-2430	REPRO PAPER TONER SUPP	3,009.98	-2,389.62
0200	02016518	FAMILY/CONSUMER SCIENC	0200-3-01	-6518-01-10-5-01-84902	-2415	FOOD SUPPLIES	57.92	.00
0200	02016518	FAMILY/CONSUMER SCIENC	0200-3-01	-6518-01-10-5-01-85103	-2415	INSTRUCTIONAL MATERIAL	44.55	-6,789.24
0200	02016575	PROFESSIONAL DEVELOPM	0200-3-01	-6575-01-10-5-00-87202	-2357	TRAINING EDUC CONF & A	74.93	-2,290.75
0200	02026620	ATHLETICS/ADMIN	0200-3-02	-6620-01-24-9-00-83804	-3510	ATHLETIC SERVICES	264.00	.00
0200	02026620	ATHLETICS/ADMIN	0200-3-02	-6620-01-24-9-00-85104	-3510	ATHLETIC SUPPLIES	53.63	.00
0200	02026623	ATHLETICS/BOYS CC	0200-3-02	-6623-01-24-5-00-85104	-3510	ATHLETIC SUPPLIES	252.00	.00
0200	02026633	ATHLETICS/BOYS VOLLEYB	0200-3-02	-6633-01-24-5-00-85104	-3510	ATHLETIC SUPPLIES	775.90	.00
0200	02026637	ATHLETICS/GIRLS CROSS	0200-3-02	-6637-01-24-5-00-85104	-3510	ATHLETIC SUPPLIES	252.00	.00
0200	02026646	ATHLETICS/GIRLS SWIMMI	0200-3-02	-6646-01-24-5-00-83804	-3510	ATHLETIC SERVICES	1,050.00	.00
0200	02026648	ATHLETICS/GIRLS VOLLEY	0200-3-02	-6648-01-24-5-00-85104	-3510	ATHLETIC SUPPLIES	3,821.19	.00
0200	02036507	SECONDARY EDUCATION	0200-3-03	-6507-03-01-4-01-84201	-2430	OFFICE SUPPLIES	16.91	-3,089.07
0200	02036507	SECONDARY EDUCATION	0200-3-03	-6507-03-01-4-01-85101	-2430	REPRO PAPER TONER SUPP	162.58	2,616.62
0200	02036507	SECONDARY EDUCATION	0200-3-03	-6507-03-01-4-01-85103	-2415	INSTRUCTIONAL MATERIAL	3,575.00	41.40
0200	02036551	TECHNOLOGY EDUCATIONAL	0200-3-03	-6551-03-01-4-00-85103	-2415	INSTRUCTIONAL MATERIAL	1,312.63	-4,232.04
0200	02096506	ELEMENTARY EDUCATION	0200-3-09	-6506-09-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL	4,809.91	-6,514.13
0200	02096506	ELEMENTARY EDUCATION	0200-3-09	-6506-09-01-3-00-85106	-2410	BRACKETT/TEXTBOOKS	432.00	-1,004.63
0200	02186506	ELEMENTARY EDUCATION	0200-3-18	-6506-18-01-3-00-84201	-2430	OFFICE SUPPLIES	77.71	-1,664.21
0200	02186506	ELEMENTARY EDUCATION	0200-3-18	-6506-18-01-3-00-85101	-2430	REPRO PAPER TONER SUPP	2,411.24	-430.67
0200	02186506	ELEMENTARY EDUCATION	0200-3-18	-6506-18-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL	5,791.53	-2,478.23
0200	02216506	ELEMENTARY EDUCATION	0200-3-21	-6506-21-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL	4,177.84	-11,794.65
0200	02306740	C&I ENGLISH	0200-3-30	-6740-30-01-5-01-84201	-2430	OFFICE SUPPLIES	114.85	-2,784.88
0200	02306740	C&I ENGLISH	0200-3-30	-6740-30-01-5-01-85106	-2410	TEXTBOOKS BOOKS PERIOD	5,274.50	-579.50
0200	02366548	HEALTH/WELLNESS H. S.	0200-3-36	-6548-01-33-5-00-85103	-2415	INSTRUCTIONAL MATERIAL	44.73	.00
0200	02396720	C&I MATH	0200-3-39	-6720-01-10-9-00-85103	-2415	INSTRUCTIONAL MATERIAL	52,551.57	4,572.89
0200	02396720	C&I MATH	0200-3-39	-6720-01-10-9-00-85804	-2451	COMPUTER SOFTWARE	1,800.00	.00
0200	02426715	C&I SCIENCE	0200-3-42	-6715-01-10-9-00-85103	-2415	INSTRUCTIONAL MATERIAL	6,987.77	3,132.00
0200	02456575	SPED/PROF DEV	0200-3-45	-6575-36-02-3-00-87202	-2357	TRAINING EDUC CONF & A	250.00	.00
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-84201	-2430	OFFICE SUPPLIES	15.54	-200.00
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-85100	-2430	EDUCATIONAL SUPPLIES	5,973.62	-1,087.42
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-85103	-2415	INSTRUCTIONAL MATERIAL	5,702.09	-447.82
0200	02456806	SPED ADM MGMT SERVICES	0200-3-45	-6806-01-02-9-00-85101	-2430	REPRO PAPER TONER SUPP	300.50	465.24
0200	02456821	SPED/CLINICAL SUPERV/C	0200-3-45	-6821-36-02-9-00-83101	-2320	PROFESSIONAL TECH SERV	13,246.50	.00
0200	02456830	SPED/MEDICAL	0200-3-45	-6830-36-23-9-00-83101	-2320	PROFESSIONAL TECH SERV	576.00	.00
0200	02456842	ADAPTIVE TECHOLOGY	0200-3-45	-6842-45-02-9-06-85110	-2420	INSTRUCTION EQUIPMENT	75.00	15,403.21
0200	02456845	OUT-OF-DISTRICT/ONE ON	0200-3-45	-6845-36-02-9-00-83201	-9300	OOD/ONE-ON-ONE AIDE	8,316.00	.00
0200	02456848	OUT OF DISTRICT TUITIO	0200-3-45	-6848-45-02-9-05-83201	-9300	OUT OF DISTRICT/DAY TU	37,393.07	451,778.44
0200	02456848	OUT OF DISTRICT TUITIO	0200-3-45	-6848-45-02-9-05-83201	-9400	SPED LABB TUITION	583.20	207,251.70
0200	02456851	OUT OF DISTRICT RESIDE	0200-3-45	-6851-36-23-9-00-83201	-9300	TUITION OTHER SCHOOLS	128,481.69	.00
0200	02456854	SPED SUMMER SCHOOL TUI	0200-3-45	-6854-36-02-9-00-83201	-9300	TUITION OTHER SCHOOLS	5,133.78	.00
0200	02456854	SPED SUMMER SCHOOL TUI	0200-3-45	-6854-36-02-9-00-83201	-9400	SPED SUMMER COLLABORAT	118,371.06	.00
0200	02456860	SPED TESTING ASSESSMEN	0200-3-45	-6860-45-02-9-05-83101	-2720	PROFESSIONAL TECH SERV	3,806.00	-12,813.49
0200	02456860	SPED TESTING ASSESSMEN	0200-3-45	-6860-45-02-9-05-83101	-2800	PROFESSIONAL TECH SERV	900.00	-31,576.00
0200	02456863	SPED CURRICULUM	0200-3-45	-6863-45-02-9-05-85106	-2410	TEXTBOOKS BOOKS PERIOD	78.75	2,089.87
0200	02456866	LEGAL SERVICES SPECIAL	0200-3-45	-6866-45-23-9-07-83102	-1430	SPED LEGAL SERVICES	11,452.40	69,091.92
0200	02486527	SOCIAL STUDIES/H.S. PR	0200-3-48	-6527-01-01-5-00-85103	-2415	INSTRUCTIONAL MATERIAL	50.70	.00
0200	02486745	C&I SOCIAL STUDIES	0200-3-48	-6745-01-10-9-00-83101	-2440	PROFESSIONAL TECH SERV	29.99	2,000.00
0200	02486745	C&I SOCIAL STUDIES	0200-3-48	-6745-01-10-9-00-85106	-2410	TEXTBOOKS BOOKS PERIOD	78.75	-3,327.87
0200	02496554	HEALTH SERVICES/NURSIN	0200-3-49	-6554-01-10-9-00-85201	-3200	MEDICAL SURGICAL SUPPL	3,835.00	-6,841.91

# TOWN OF ARLINGTON



## PRELIMINARY WARRANT SUMMARY

WARRANT: 17047 09/22/2016

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
0200	02546750	VISUAL/PERF ARTS SW 0200-3-54	-6750-01-31-9-00-85103 -2415	INSTRUCTIONAL MATERIAL	7,809.65 .00
0200	02576900	SCHOOL COMMITTEE 0200-3-57	-6900-01-27-9-00-83807 -1110	INSURANCE	42,100.00 -6,949.00
0200	02606575	PROF AFFILIATIONS/MEMB 0200-3-60	-6575-42-29-9-00-87301 -2357	PROFESSIONAL AFFILIATIO	800.00 .00
0200	02606905	LEGAL SERVICE SCHOOL C 0200-3-60	-6905-42-29-9-07-83102 -1430	SCH COMM/LEGAL SERVICE	382.50 93,034.30
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-83101 -1210	PROFESSIONAL TECH SERV	2,392.65 -33,088.77
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-85806 -1210	MISC SUPPLIES	66.55 303.94
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-87202 -1210	TRAINING EDUC CONF & A	607.60 -1,686.66
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-87301 -1210	PROFESSIONAL AFFILIATIO	1,350.00 -1,230.00
0200	02636575	PROF DEV/ASSISTANT SUP 0200-3-63	-6575-34-09-9-00-87106 -2357	Graduate Course Reimbu	426.00 .00
0200	02636575	PROF DEV/ASSISTANT SUP 0200-3-63	-6575-34-09-9-00-87202 -2357	TRAINING EDUC CONF & A	6,955.63 .00
0200	02636575	PROF DEV/ASSISTANT SUP 0200-3-63	-6575-34-09-9-00-87301 -2357	PROFESSIONAL AFFILIATIO	1,350.00 .00
0200	02636915	ASSISTANT SUPER OF CUR 0200-3-63	-6915-34-09-9-00-85103 -1220	INSTRUCTIONAL MATERIAL	39,519.97 .00
0200	02636915	ASSISTANT SUPER OF CUR 0200-3-63	-6915-34-09-9-00-85106 -2410	TEXTBOOKS BOOKS PERIOD	1,266.93 .00
0200	02666920	BUSINESS OFFICE 0200-3-66	-6920-01-24-9-07-85101 -1410	REPRO PAPER TONER SUPP	827.94 593.90
0200	02666920	BUSINESS OFFICE 0200-3-66	-6920-01-24-9-07-87301 -1410	PROFESSIONAL AFFILIATIO	60.51 2,339.49
0200	02666920	BUSINESS OFFICE 0200-3-66	-6920-01-24-9-07-87301 -2357	PROFESSIONAL AFFILIATIO	615.00 -965.00
0200	02816970	TRANSPORTATION REGULAR 0200-3-81	-6970-49-10-9-00-84802 -3300	MOTOR VEHICLE REPAIR	13,833.98 -10,629.78
0200	02816980	SPED/MILEAGE REIMB 0200-3-81	-6980-36-02-9-00-83301 -3300	CONTRACTED TRANSPORTAT	103,334.68 .00
0200	02816990	TRANSPORTATION HOMELES 0200-3-81	-6990-49-07-9-09-83301 -3300	CONTRACTED TRANSPORTAT	300.00 5,366.75
			FUND TOTAL	668,505.33	
0300	03034309	FOOD SERVICE REVOLVING 0300-3-3400-0800-30-34-9-NM-835000-	FOOD SERV/SW SUPPLIES	4,240.15 -43,663.71	
0300	03034309	FOOD SERVICE REVOLVING 0300-3-3400-0800-30-34-9-NM-835001-	FOOD SERV/SW FOOD	21,448.68 -461,690.09	
0300	03034309	FOOD SERVICE REVOLVING 0300-3-3400-0800-30-34-9-NM-865000-	FOOD SERV/REPAIR/SERVI	54.00 356.23	
			FUND TOTAL	25,742.83	
0770	0772016	LANGUAGE INSTRUCTION 0770-3-2300-2016-45-03-9-NM-81201 -3100	STIPEND FAMILY LIASON	4,000.00 4,000.00	
0770	0772016	LANGUAGE INSTRUCTION 0770-3-2300-2016-45-03-9-NM-83404 -2415	REPRODUCTION/PRINTING	574.95 -500.00	
			FUND TOTAL	4,574.95	
0790	0792016	TITLE IIA IMPROV EDUC 0790-3-2300-2016-45-9 -9-0 -87208 -2357	TITLE IIA-ARL CATHOLIC	1,395.00 -3,705.10	
			FUND TOTAL	1,395.00	
0810	0812016	TITLE I DISTRIBUTION 0810-3-1000-2016-45-36-3-NM-81730 -5100	PENSIONS	5,478.13 89,011.07	
0810	0812016	TITLE I DISTRIBUTION 0810-3-1000-2016-45-36-3-NM-81731 -5100	MTRB PENSION	1,111.00 89,011.07	
0810	0812016	TITLE I DISTRIBUTION 0810-3-1000-2016-45-36-3-NM-87205 -2310	YOUTH VILLAGES GERMAIN	20,811.30 89,011.07	
			FUND TOTAL	27,400.43	
0819	08192015	PROJECT S U C C E S S 0819-3-2700-2015-29-12-3-NM-83101 -2357	PROFESSIONAL DEVELOPME	3,697.00 -3,757.57	
			FUND TOTAL	3,697.00	
0930	0932016	EARLY PARTNERSHIP/VI 0930-3-2300-2016-45-23-3-NM-81731 -5100	MTRS	485.03 484.89	
0930	0932016	EARLY PARTNERSHIP/VI 0930-3-2300-2016-45-23-3-NM-85100 -2410	EDUCATIONAL SUPPLIES	1,501.00 2,433.74	

# TOWN OF ARLINGTON



## PRELIMINARY WARRANT SUMMARY

WARRANT: 17047 09/22/2016

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
			FUND TOTAL	1,986.03	
0940	0942016	SPED 240 (94-142)	0940-3-2300-2016-45-13-2-NM-81731 -5100	FRINGE BENEFITS	22,278.00
			FUND TOTAL	22,278.00	22,278.11
0960	0962016	SPED PROFESSIONA DEV A	0960-3-2300-2016-45-23-9-NM-85103 -2357	TEXTBOOKS INSTRUCTIONA	633.65
			FUND TOTAL	633.65	1,000.00
1330	1336765	COMM ED GENERAL ADMIN	1330-3-2731-6765-01-40-7-NM-83402 -6200	COMMUNICATIONS	975.00
1330	1336775	COMM ED SUMMER FUN	1330-3-2731-6775-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES	5,825.00
1330	1336775	COMM ED SUMMER FUN	1330-3-2731-6775-01-40-7-NM-81202 -6200	TEMPORARY SECRETARIAL	1,100.00
			FUND TOTAL	14,890.00	-14,486.84
1410	14116106	NAVIGATING DRONES AEF	1410-3-30 -SG -30-49-4-NM-85103 -2420	NAVIGATING DRONES SUPP	2,830.92
			FUND TOTAL	2,830.92	41.08
1430	1436621	ATHLETICS/BASEBALL SAL	1430-3-01 -6621-01-51-5-00-85104 -3510	ATHLETIC SUPPLIES	834.16
			FUND TOTAL	834.16	.00
1512	15122260	HARDY GENERAL SUPPLIES	1512-3-2300-0025-15-5 -3-NM-84902 -3520	HARDY FOOD	109.50
1512	15122650	HARDY EXPLORER	1512-3-2300-0025-15-6 -3-NM-83302 -3520	HARDY EXP FIELD TRIP S	805.00
1512	15123210	THOMPSON AFTER SCHOOL	1512-3-2300-OR -15-68-3-NM-85103 -3520	THOMPSON SUPPLIES ART	282.80
1512	15123260	THOMPSON AFTER SCHOOL	1512-3-2300-OR -15-6 -3-NM-84902 -3520	THOMPSON FOOD SUPPLIES	822.45
1512	15123655	THOMPSON AFTER SCHOOL	1512-3-2300-OR -15-9 -3-NM-83302 -3520	THOMPSON SUMMER	210.00
1512	15123655	THOMPSON AFTER SCHOOL	1512-3-2300-OR -15-9 -3-NM-85103 -3520	THOMPSON SUMMER CAMP S	188.63
1512	15124145	OTTOSON	1512-3-24 -OR -24-9 -3-NM-84902 -3520	FOOD SUPPLIES	183.18
			FUND TOTAL	2,601.56	-132,910.02
1520	15206960	FACILITIES/MAINT/ART 2	1520-3-0050-6960-01-24-9-00-84321 -4230	FACILITIES/MAINT/ART 2	120.00
1520	15206960	FACILITIES/MAINT/ART 2	1520-3-0050-6960-01-24-9-00-88501 -4230	CAPITAL EQUIPMENT/FURN	3,815.76
			FUND TOTAL	3,935.76	.00
1660	16606990	TUITION REVOLV/HOMELES	1660-3-60 -6990-01-29-9-00-83301 -3300	CONTRACTED TRANSPORTAT	380.00
			FUND TOTAL	380.00	.00
1670	1672016	TOBACCO/SANBORN FOUNDA	1670-3-0034-2016-01-16-9-00-85103 -2410	MATERIALS AND SUPPLIES	646.72
			FUND TOTAL	646.72	3,387.63
1840	18406506	ELEM EDUCATION	1840-3-29 -6506-29-24-3-00-88501 -4230	CAPITAL EQUIPMENT/FURN	1,473.02
1840	18406507	AHS/FOREIGN LONG	1840-3-51 -6507-01-24-5-00-83302 -3520	FIELD TRIPS	927.20
1840	18406920	REVOLV/ADVERT/SCHS	1840-3-57 -6920-69-24-9-00-84201 -2430	REVOLVING OFFICE SUPPL	53.79

# TOWN OF ARLINGTON



## PRELIMINARY WARRANT SUMMARY

WARRANT: 17047 09/22/2016

FUND	ORG	ACCOUNT		AMOUNT	AVLB	BUDGET
				FUND TOTAL	2,454.01	
1970 197	HS PRINCIPAL	1970-3-2200-OR -01-10-5-NM-84000 -	MISC EXP	76.71	5,380.69	
				FUND TOTAL	76.71	
1990 199	DRAMA GUILD	1990-3-0056-OR -69-31-0-NM-84000 -	MISC	97.58	-8,579.93	
				FUND TOTAL	97.58	
				WARRANT SUMMARY TOTAL	777,970.64	
				GRAND TOTAL	777,970.64	

\*\* END OF REPORT - Generated by Steve Walenski \*\*

*Arlington School Committee  
School Committee Regular Meeting  
Thursday, September 22, 2016  
6:30 PM  
Arlington High School  
School Committee Room, 6th Floor  
869 Mass Avenue  
Arlington, MA*

*Present: Jennifer Susse, Chair, Bill Hayner, Secretary, Paul Schlichtman, Kirsi Allison-Ampe and Len Kardon*

*Kathleen Bodie, Ed.D., Superintendent, Laura Chesson, Ed.D., Assistant Superintendent, Rob Spiegel, Human Resources Director, Alison Elmer, Director of Special Education and Karen Fitzgerald, Administrative Assistant to School Committee, and Julie Keys, AEA VP.*

*Absent: Diane Johnson, Chief Financial Officer, Jeff Thielman, Vice Chair and Ms. Cindy Starks.*

*Open Meeting*

*Ms. Susse opened meeting at 6:30 PM and asked the committee members to hold for a moment of silence for Arlington High School Dean, Rob DiLoreto in the death of his father Robert "Bobby" DiLoreto. The artwork of the high school students was presented.*

*Executive Session*

*After the committee returned from executive session 6:34 - 6:45 PM the following three motions were made:*

***Mr. Hayner moved to approve the MOA for the AEA Unit A , Seconded by Mr. Schlichtman.***  
***Voted: 6-0***

***Mr. Hayner moved to approve Dr. Chesson, Assistant Superintendent's amended addendum and stipend of her contract, seconded by Mr. Schlichtman.***  
***Voted: 6-0***

***Mr. Hayner moved to approve and release the executive session minutes as presented: 09 08 2016, 06 09 2016, 05 26 2016, 04 14 2016, 02 25 2016, 02 11 2016, 01 28 2016, 11 29 2014, 11 12 2015, 09 10 2015, 05 28 2015, 05 14 2015, 12 10 2015, seconded by Mr. Schlichtman.***  
***Voted: 6-0***

*Public Participation*

*Ms. Alison Goulder and Kate Radville both spoke on the formation of forming a committee for Aquatics for All Arlington in support of a community pool to be included into the plans of the new build of Arlington High School*

*Mr. Brendan Sullivan, 319 Lake Street, part of the School Enrollment parent group is here to present a statement of appreciation from the Hardy parents and asking the committee to*

*support a study of Hardy to determine additional money from capital planning for modular's at the Hardy Elementary School , like they did for the Thompson School.*

*Summer Fun and Enrichment Report*

*Ms. Jen Rothenberg, Ms. Alison Sancinto, and Ms. Andrea Loeb from Arlington Community Education each took turns to speak on the Adult, Youth and SummerFun programs that are offered throughout the year. The goals are to offer additional STEM Classes K-8, Increase field trip classes and increase middle school classes. All programs offer scholarships for families in need and not to turn anyone away.*

*Build Arlington's Future Committee*

*Ms. Moriah Tyrrell and Greg Christian on behalf of the Build Arlington's Future campaign participated in support of the debt exclusion last spring. Due to the outpouring of support they were left with \$1,136.00 of funds and would like to donate to the Library Media Center at the new 6<sup>th</sup> Grade Gibbs, along with a book about Arlington's history to start the new school library's collection.*

*Ballot Initiative, Charter Schools Presentation*

*Mr. Paul Schlichtman presented a PowerPoint presentation on the impact on lifting the Charter Cap on Charter Schools will have on Arlington Public Schools. This Ballot question in the spring of 2017 and he reported this Ballot Initiative will not be good for our town.*

*Superintendent's Report*

*Dr. Bodie spoke on the recent press release that was sent out on the incident at the middle school but wanted to speak on the positive culture there instead. Dr. Bodie and middle school teacher, Julie Keys, spoke on the project of Inside Out which artists asked communities around the world to take black and white portraits and paste them on exterior space in their community to make a statement in the form of a public artwork and share their message with the rest of the world. The work is ongoing and a positive direction for the school.*

*Dr. Bodie provided the enrollment update and said we are up over 4% in student enrollment since last Oct 1, 2015. The McKibben Numbers were sent to the committee members last month. Mr. McKibben will again update the report in November with the Oct 1 numbers.*

*Mr. Hayner and Mr. Kardon inquired on thoughts to deal with the Hardy Elementary School modular problem if the Mugar project goes through or not and how this will impact classrooms at the Hardy School. It was mentioned to look at space, cost and to come up with a plan and to carefully look at construction and the timeframe to make it all happen.*

*Dr. Bodie doesn't disagree and said discussion have started to look at options and long term benefits to either lease or buy modular, since the Stratton modular experience was not a positive one. The conversation on this will be held in an upcoming Facilities Subcommittee meeting. Dr. Bodie provided an update on School Building Projects:*

*Stratton is going well. PTBC construction is on schedule and will be completed by Sept.*

*Thompson is going well with the modular and Gibbs project is taking up most of her time, due to timeline the architects needs to have a design done by the end of the month. Dr. Bodie said HMFH had created a floor plan and laid out a plan for 500 students, now we know we can do it, and how best to think about it. Teachers and administrators met last week and parents will meet September 27 at the OMS Café from 6:30-8:30 to engage on collaboration on an educational plan, and sensible space need ideas within the constraints of the budget and of the building.*

*The AHS rebuild is moving along and getting the reports done to MSBA. Len, OMS heard concerned with space and to class size. Gibbs, 540 students don't squeeze them into four clusters. We don't want to space constraints dictating class sizes to 30. Mr. Spiegel provided information on the MPDE Conference, on Diversity in Public School Education to be held on Friday, Oct 7, in Randolph event center. Ms. Elmer spoke on the next SEPAC meeting and announced the offering of a Trauma Course, Lesley University, 9/29 and then will offer second course. Kathy presented the AYCC programming brochure on table tonight*

#### Consent Agenda

**Mr. Hayner moved to approve the Consent Agenda and approved Warrant # 17041, Dated 9/8/16, Total Warrant Amount \$151,856.47 and Approval of Minutes: Regular School Committee Minutes, September 8, 2016, seconded by Mr. Schlichtman.**  
**Voted: 5-0**

#### Subcommittee & Liaison Reports & Announcements

*Ms. Susse encouraged the committee members to attend their school liaisons meetings. Budget, Kirsi Allison-Ampe, MD. (Chair), will schedule a meeting. Community Relations, Cindy Starks, (Chair) District Accountability, Curriculum/Instruction & Assessment, (CIAA) Paul Schlichtman, (Chair), will schedule a meeting before next regular meeting. Facilities, Jeff Thielman (Chair) Policies & Procedures, Bill Hayner (Chair), will meet on Thursday, Oct 6 at 5:30 in SC room SC regarding audit, and to discuss policies to review. School Enrollment Task Force, Bill Hayner, Cindy Starks, Jeff Thielman will meet on Wednesday, Oct 5. Warrant Committee, Bill Hayner, all paid Liaisons Reports, Mr. Hayner said PTBC is excited about Stratton and that it is going well and on time, OPAC is meeting tomorrow to meet with Interim OMS Principal Eileen Woods.*

#### Announcements

**Mr. Schlichtman moved to authorize Mr. Hayner to attend the METCO Directors Conference, Friday, December 2, 2016, seconded by Dr. Allison-Ampe.**  
**Voted: 6-0**

*Mr. Hayner announced the Arlington Historical Society Wine Reception Sept. 30*

*Ms. Susse announced that Arlington voted for Minuteman Funding on Tuesday, September 20<sup>th</sup>. Future Agenda Items*

*Joint Subcommittee with Human Rights Commission*

*Ms. Susse met with Sharon Grossman, from the Human Rights Commission and both would like to get more community members, as well as parents involved to attend meetings to brainstorm ideas. It was determined not to appoint anyone to a joint committee at this time.*

*Adjournment*

***Mr. Hayner moved to adjournment at 8:32 PM seconded by Mr. Schlichtman.***

***Voted: 6-0***

*Respectfully submitted by*

*Karen Fitzgerald*

*Administrative Assistant*

*Arlington School Committee*

DRAY

Arlington Public Schools  
Student Out of State and Travel Abroad Application

**Today's Date** September 27, 2016

**Trip Leader Name** Joe Vautour and Mary Villano

School AHS

E-mail address mvillano@arlington.k12.ma.us

Subject/Grade 9-12

Phone x3632

**Trip Destination: City(s)/Country**

New York City

**Dates of Trip**

Departure Date December 2, 2016

Method of transportation Bus

Return Date December 4, 2016

Leaving from high school

**Purpose of Trip (check all that apply)**

Cultural

Sister City

Other (describe)

Educational

Home Stay

Student Exchange

**Itinerary**

See attached

**Educational Value of Trip**

This trip will provide historical and cultural information about the United States to students new to our country.

**Impact of missing school**

Students will be instructed to see their teachers to make up work they will miss on Friday.  
Teachers will be notified ahead of time.

**Who may go on the trip? (requirements to participate)**

Foreign Exchange Students and interested Arlington students

**Cost of trip per student? \$630.00**

What is included in the trip?

Bus, tours, tour guide, tips

Hotel Stay

Breakfast and dinner and some lunches

Entrance Fees to sites

**What is not included in the trip? What expenses will students incur during the trip?**

Lunches and spending money for souvenirs, personal expenses

**Other Chaperones TBA**

Name	School	Subject/Grade
E-mail address	Phone	

**How do students register for the trip? Is there a payment plan? Describe.**

Students register on-line with tour company. They make payments directly to the company online

**Is there a process in place for students who cannot pay for the trip? (scholarships?)**

At this time, there are no scholarship funds available. Students in exchange program are well off and do not need financial assistance.

**Please list the name and contact information for the agency you are working with, if applicable.**

Explorica Inc  
145 Tremont Street  
6<sup>th</sup> Floor  
Boston, MA 02111  
1-888-310-7120

**Are they insured? Describe the trip insurance plan.**

They are insured for:  
Trip Cancellation  
Travelers Injury, sickness, death of family member  
Theft of passport  
Loss of luggage  
Emergency transport to hospital or home  
Reimbursement of medical expenses for emergencies  
See attached

**Describe the refund policy.**

See attached

**Describe how you will factor emergency cash into the trip budget.**

---

Students will be asked to contribute \$10.00 each for emergencies. Unused funds will be reimbursed at end of trip.

**Describe how you will communicate with parents before and during the trip.**

Mandatory parent meeting two weeks before trip

We will share chaperone cell phone numbers and hotel contact information.

We will collect parent preferred contact information and email addresses.

Students will be encouraged to bring cell phones.

**Describe how you will communicate with administration before and during the trip.**

Meet with principal before trip.

Share itinerary with administrative staff as well as chaperone contact information before trip.

Determine how administrators would like to be contacted in case of emergencies.

Determine if administrators would like additional communication during trip.

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

---

Name

Date

Signature of Department Head

---

Name

Department

Date

Signature of Principal

---

Name

School

Date

Signature of Superintendent

---

Name

Date

---

2 weeks

Agency *Explorica*

Agency Insurance Please see attached

Refund Policy Please see attached

Emergency Cash We will collect \$10. Per student for emergencies

Communication with Parents

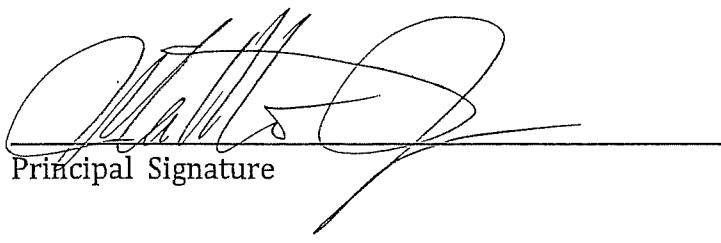
Parents will receive initial flier

We will have a parent meeting within two weeks before trip

We will share our phone numbers, itinerary, hotel information, etc with parents

We will ask parents for their preferred contact information

Students will be encouraged to bring their own cell phones

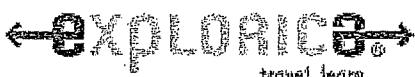


Principal Signature

---

Superintendent Signature

*Kathy has asked that you use the trip forms.*



# New York City Essentials

## GROUP INFORMATION

### Tour Center ID:

Vautour-5268

### Departing From:

Arlington, MA, USA

Departing From: Arlington,  
MA, USA

### Departing:

December 2, 2016

### Returning:

December 4, 2016

### Sign Up Deadline

October 3, 2016

### YOU CAN SIGN UP AT:

<http://www.explorica.com/Vautour-5268>  
(/Vautour-5268)

## TOUR ITINERARY (DETAILED)

### Day 1 Hello New York

Meet your tour director

Midtown walking tour

Rockefeller Center, St. Patrick's Cathedral, Trump Tower, Times Square, Grand Central Terminal

Dinner

Empire State Building & Observatory visit

#### *Details: Midtown walking tour*

Take a walking tour through the humming streets of New York's Midtown which is the home of famous sights such as Times Square, Rockefeller Center, Madison Square Garden and some of the city's most revered museums and institutions.

#### *Details: Empire State Building & Observatory visit*

The Empire State Building rises over the Manhattan skyline like a throne. Admire its Art Deco curves up close as you ascend a quarter of a mile skyward to get New York's best aerial view. From the top, you'll see the Monopoly-board patchwork of skyscrapers, hotels, apartments, and parks that make up the city. Note that the tallest buildings cluster in Midtown—this section of the island has the strongest foundations, making it the only area where skyscrapers won't sink into the harbor.

### Day 2 Downtown New York

## BEST PRICE guaranteed

**Total Fee:\*** **\$630.00**

### Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	\$547.00
Private Group Fee	\$66.00
On-Tour Tipping	\$17.00

**Total Fee\*** **\$630.00**

OR 1 monthly payments of \$580.00  
After initial payment of \$50.00

\* Tour Fee increases on Oct 4, 2016,  
tour fee will never change after sign-up.

### Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement	\$45.00
Twin Room Upgrade	\$70.00
Additional Adult Fee	\$115.00

## TOUR FEE INCLUDES:

- Round-trip transportation
- 2 overnight stays in hotels with private bathrooms
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Breakfast  
Harbor Cruise  
Lower Manhattan guided sightseeing tour  
Trinity Church, Wall Street, 9/11 Memorial  
visit, Chinatown, Little Italy  
Dinner  
Broadway show

*Details: Harbor Cruise*

This sunset cruise is the perfect end to a long day of touring the Big Apple. Relax as you set sail down the Hudson and get to take in New York City's world reknown skyline. For two hours you'll get to enjoy upclose views of the city's iconic sights, such as: the Statue of Liberty and Ellis Island, the Brooklyn Bridge, the Chrysler Building, and many more!

*Details: Lower Manhattan guided sightseeing tour*

Tour Lower Manhattan, where industry, immigration, and colonial history converge. As the symbol of Western capitalism, Wall Street's modern traders bristle with cell phones, PDAs, and other modern tech accessories. This area's original traders, however, were Dutch colonialists, who gave the street its name by building a wall here to protect themselves from British settlers. Nearby Trinity Church, once the tallest building in the city, holds the grave of Alexander Hamilton and other Revolutionary luminaries who helped shape the emerging United States, and thousands of immigrants, who shaped the modern country, came in through Battery Park, the immigration entry point for the city until the operation moved to Ellis Island.

*Details: Broadway show*

If it sings and dances, laughs or cries, you'll find it here. The range of Broadway's theatrical productions, from Shakespearean tragedies to sequins-and-feathers musicals, is immense, and the glitter, hype, and talent draw audiences from around the world. See some of the biggest theater America has to offer on one of its most famous streets.

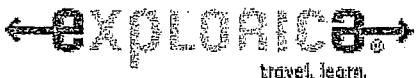
### **Day 3 Uptown New York**

Breakfast  
American Museum of Natural History and Hayden  
Planetarium visit  
Fifth & Madison Avenues  
Travel home

*Details: American Museum of Natural History and Hayden*

*Planetarium visit*

Walk past exhibits chronicling human evolution, see examples of minerals, gems and space meteors and stand next to full-sized dinosaur skeletons in the grand marble halls of this museum. Then, blast off on a fascinating journey to the stars at museum's Hayden Planetarium.



## Travel Protection Plan

**Learn more about Explorica's Travel Protection Plan**

### EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

#### EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

#### EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

### TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

#### TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury,

sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

### **TRAVEL DELAY**

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

### **MEDICAL EXPENSE/EMERGENCY ASSISTANCE**

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

### **BAGGAGE & PERSONAL EFFECTS**

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

### **PRE-EXISTING CONDITIONS WAIVER**

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate (<http://www.tripmate.com/wpA433E>)

**The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.**

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

## HOW TO SUBMIT A CLAIM

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: F433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

- Online - visit <https://www.travelclaimsonline.com>  
(<https://www.travelclaimsonline.com/>)
- Phone - call to 1.800.888.7292 during business hours.
- Fax - 1.816.523.3379
- Mail - Trip Mate, Inc.  
9225 Ward Parkway  
Kansas City, MO 64114

If you choose to submit your claim online, you will be prompted to enter your plan number (noted above). Make sure to only fill in the fields marked with asterisks.

**Please note once finished with the online form, you must print, sign, and send it to Trip Mate.**





## Fees FAQs

### Tour Fee

- Cancellation Fee (International Tours)
- Cancellation Fee (US & Canada Bus Tours)
- Cancellation Fee (US & Canada Flight Tours)
- Private Group Fee
- Bounced Check Fee
- Lifetime Membership Fee
- Non-Refundable Deposit
- Adult Fees
- Double/Twin or Single Room Supplements
- Airport Fees & Taxes
- Optional Extras

### Tour Fee

#### What's included in your Tour Fee:

- Round-trip airfare or bus transportation from your departure city
- Accommodation in triple or quad rooms (except on night trains, cruises, and ferries) always with private bathrooms, unless otherwise noted; participants may be roomed with other same-gender participants from the entire bus group
- Airport transfers at destination (except when booked Land Only or with an individual stay ahead or stay behind) and all transportation between cities, except when deviating from your group
- Local public transportation to all scheduled itinerary activities
- Full European or buffet-style breakfast daily, as per program description
- Dinner daily at your destination (unless otherwise noted)
- Lunch, per program description
- All excursions, led by professional local guides per program description
- City walks led by an Explorica Tour Director, per program description
- Visits to select attractions and theater tickets, per program description
- Full-time services of a professional Tour Director
- All non-optional gratuities
- 24-hour emergency service
- Overnight security in select cities on US and Canadian tours
- \$100 (\$50 for US and Canadian tours) discount toward any future tour with Explorica
- Tour Diary

#### What's generally NOT included in your Tour Fee:

- Passport, visa, transit visa and any required travel insurance
- Taxes, fuel surcharges, and airport fees (applies to tours departing prior to 9/1/14)
- Beverages at dinner

Lunch, unless specified in the itinerary
Optional excursions and/or extensions (including cruise shore excursions)
Explorica's Travel Protection Plans
Local transportation to unscheduled activities
Tips to Tour Director, bus drivers, local guides, and cruise staff
Weekend supplement of \$35 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, or Puerto Rico)
Any applicable private group fee or small group supplement
Any applicable baggage-handling fees imposed by airlines

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### **Cancellation Fee (International Tours)**

#### **What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

**If you withdraw this  
many  
days prior to departure**

**You will receive a full refund minus the following  
amounts**

More than 140 Days	\$300 + the \$99 Non-Refundable Deposit
140-106 Days	\$500 + the \$99 Non-Refundable Deposit
105-66 Days	50% of all fees + the \$99 Non-Refundable Deposit
65-31 Days	75% of all fees + the \$99 Non-Refundable Deposit
30 Days or Less	No refund*

\* If you notify us of your cancellation in writing at least 24 hours prior to your departure you will receive a \$100 refund.

All cancellation requests must be submitted in writing by email to [cancellations@explorica.com](mailto:cancellations@explorica.com). If you cancel and name a replacement participant in writing at least 106 days prior to departure, we will refund \$200 of your cancellation fees. Regretfully, we cannot refund late fees, bank fees, transfer fees, Travel Protection plan costs, or visa fees and we cannot transfer any payments between participants. You will receive your refund within six weeks.

#### **Reinstating Enrollment**

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable). If no space becomes available, all original cancellation fees apply.

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## **Cancellation Fee (U.S. & Canada Bus Tours)**

### **What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

The following cancellation policies apply:

<b>If you withdraw this many days prior to departure</b>	<b>You will receive a full refund for covered reasons minus the following amounts</b>
--	---

More than 60 Days	\$99 Non-Refundable Deposit
60-31 Days	50% of All Fees + \$99 Non-Refundable Deposit
30 Days or Less	100% of All Fees + \$99 Non-Refundable Deposit
All cancellation requests made within 60 days of your departure must be submitted in writing by email to <a href="mailto:cancellations@explorica.com">cancellations@explorica.com</a> . Regrettably, we cannot refund late fees, bank fees, transfer fees, tickets and deposits for pre-booked events, or Travel Protection plan costs, and we cannot transfer any payments between participants. You will receive your refund within six weeks.	

### **Name Swap Option**

Should you cancel your enrollment 31 days or more prior to departure and find a replacement participant for your enrollment slot, your cancellation fee will be reduced to only \$25 (plus all nonrefundable items). Note: The Travel Protection Plan is non-transferrable and non-refundable.

### **Reinstating Enrollment**

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable). If no space becomes available, all original cancellation fees apply.

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## **X Cancellation Fee (U.S. & Canada Flight Tours)**

### **What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

The following cancellation policies apply:

<b>If you withdraw this many days prior to departure</b>	<b>You will receive a full refund for covered reasons minus the following amounts</b>
--	---

More than 95 Days	\$99 Non-Refundable Deposit
95-31 Days	50% of All Fees + \$99 Non-Refundable Deposit
30 Days or Less	100% of All Fees + \$99 Non-Refundable Deposit

\* If you notify us at least 14 days prior to your departure you will receive a \$50 refund.

All cancellation requests made within 95 days of your departure must be submitted in writing by email to [cancellations@explorica.com](mailto:cancellations@explorica.com). For Canada flight tours, if you cancel and name a replacement participant in writing at least 60 days prior to departure, we will credit your account \$75. Regrettably, we cannot refund late fees, bank fees, transfer fees, tickets and deposits for pre-booked events, or Travel Protection plan costs, and we cannot transfer any payments between participants. You will receive your refund within six weeks.

### **Reinstating Enrollment**

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable). If no space becomes available, all original cancellation fees apply.

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### **Private Group Fee**

If your group has elected to have its own bus and Tour Director rather than travel with other groups, a Private Group Fee will be added to each paying participant's account based on the reservation size selected in the pricing stage. This fee ensures that tour costs are covered for groups that do not reach Explorica's minimum group size requirements.

After the enrollment deadline has passed, the Private Group Fee will be reconciled on all paying participant accounts based on the final reservation size. At this time, an additional fee may be assessed if the final reservation size does not meet the original anticipated number of paying participants. Conversely, refunds will be issued if the group exceeds the original anticipated number of paying participants. Payment should be made promptly and the quoted fee for a private tour is based on your group size and tour costs.

The Private Group Fee will be reconciled on each paying participant's account one day after the tour's final enrollment deadline.

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### **Bounced Check Fee**

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop payment order are subject to a \$30 non-refundable fee.

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**Non-Refundable Deposit**

The Non-Refundable Deposit is \$99 per person for International tours departing from the U.S. and includes:

A \$100 discount on future International tours, or a \$50 discount of future North American tours

Access to your personal Tour Center for six months after each tour

The Non-Refundable Deposit is not transferable, and must be paid even if you only plan to travel with Explorica on one tour.

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**Adult Fees**

As our prices are based on student rates, we charge a flat rate adult supplement to those 23 years of age and over. The adult fee for international tours is \$130 per adult and \$45 per adult for US and Canada tours. For enrollments before January 10, 2012, the adult fee for international tours is \$125 per adult and \$40 per adult for US and Canada tours.

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**Double/Twin or Single Room Supplements**

All students room together in same-gender triples or quadruples (except on night trains, cruises & ferries). Adults are automatically placed in twin rooms unless a single is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a triple room. Participants under the age of 23 are not permitted to room in singles. Please note that single room accommodations are not available on night trains, cruises or ferries. Double/twin accommodations are not available on night trains, and cannot be guaranteed on ferries.

**The rooming supplements are:**

**International Tours**

Double/Twin: \$35 per night and \$70 for cruises and ferries

Single: \$70 per night

**U.S. & Canada Tours**

Double/Twin: \$35 per night

Single: \$70 per night

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## **X** Airport Fees & Taxes

Explorica's Tour Fees include airport fees, taxes, and airplane fuel surcharges.

### **These fees and taxes include:**

Airport taxes, which are levied by departure, arrival, and connecting airports

Security taxes and fees, introduced in response to September 11th

Immigration taxes

Airport improvement fees

Airline fuel surcharges

Passenger facility charges

Explorica does not implement or collect these charges. They are levied by the airports and transportation agencies that control all flights. We simply collect these fees from our travelers and pass them onto these agencies.

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## **Optional Extras**

Explorica offers a variety of optional excursions ([/faq.aspx](#)), specialized travel arrangements such as individual stay ahead and stay behinds and travel protection plans ([../../../../../resources/travel-protection-plan.aspx](#)) for each tour.

Please note that our Greek Cruise Line offers its own optional shore excursions. You are more than welcome to take advantage of these activities, but you must book them separately during your cruise through the cruise line. These activities are not associated with Explorica, and they are not included in your Tour Fee.

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## **FAQ SECTIONS**

[General FAQs](#) ([/faq.aspx](#))

[Fees FAQs](#) ([/fees-faqs.aspx](#))

**Arlington Public Schools**  
**Student Out of State and Travel Abroad Application**

**Today's Date:** 9/27/16-- re submitted

**Trip Leader Name**

School Arlington High  
E-mail address mkonstandakis@arlington.k12.ma.us

Melanie Konstandakis-Schwartz  
Subject/Grade History  
Phone 617-257-8074

**Trip Destination: City(s)/Country**

Cape Town, South Africa

**Dates of Trip**

Departure Date After school, 2/16/17  
Method of transportation Airplane

Return Date 2/28/17  
Leaving from (school, airport) Airport

**Purpose of Trip (check all that apply)**

xx Cultural       xx Educational       Home Stay  
 Sister City       Student Exchange  
 xx Other (describe) Service projects

**Itinerary (attach additional documents as necessary)**

-See attached

**Describe the educational purpose and value of the trip?**

HC Cape Connect is our innovative service trip to South Africa working with impoverished communities in and around breathtaking Cape Town. This trip includes all the sights and sounds of cosmopolitan Cape Town. This element of the trip includes visiting three World Heritage sites; Robben Island (where Nelson Mandela was incarcerated), Kirstenbosch Gardens (a repository of one sixth of the floral diversity of the world) and Table mountain Reserve (which includes our iconic mountain and the critically endangered Cape Point reserve). In addition, students and staff will experience a safari. In the community outreach element of the trip students and staff will participate in township tours, hands on service in community development and enrichment programs, and intercultural experiences with members of local communities. This trip will change the life and perspective of every family who sends a student to the program!

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

We will leave after school on Thursday so as to only miss Friday before vacation and Monday and Tuesday after. Students will speak with their teachers about making up missed work and are encouraged to present what they learned on their trip to their history and science classes when they return.

**Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)**

Any AHS student in good disciplinary standing that does not have excessive absences. We will consult the Deans with the enrollment list. Students will fill out an application. The trip will be limited to no more than 30 students. If space is available other members of the community may be considered to join the trip on a case by case basis.

**Cost of trip per student?**

\$2,800-3,200 depending on the cost of airfare

**What is included in the trip?**

Airfare, 2 meals per day, 3-star nightly lodging, entrance fees, safari cost, in country transport

**What is not included in the trip? What expenses will students incur during the trip?**

One meal per day and shopping/souvenir money

**Other Chaperones**

Name Graham Daley      School AHS      Subject/Grade Science

E-mail address [gdaley@arlington.k12.ma.us](mailto:gdaley@arlington.k12.ma.us)      Phone

Name TBD (male)      School      Subject/Grade

E-mail address      Phone

**How do students register for the trip? Is there a payment plan? Describe.**

Students register via the Hammer & Chisel paper application. We are getting tighter and tighter on time, making a payment plan challenging. We need to take a deposit of \$1,000 to book airfare. The rest can be broken into monthly installments.

**Is there a process in place for students who have difficulty paying for the trip? (scholarships?)**

**Funds available?** None currently. Hammer and Chisel will deduct \$500 off the price for any AHS student that the faculty feel demonstrates excellent community service and leadership skills.

**Fundraising available?** MK will go to MLK committee & Human Rights Commission to ask for donations toward scholarships. AEEF teacher Prof Dev grant may be possible to support teacher cost.

**Process for determining need?** We will consider a student's lunch status and other information that parents can provide.

**This is a practice under development at the high school.**

**Please list the name and contact information for the agency you are working with, if applicable.**

Hammer and Chisel, LLC [www.hammerchisel.com](http://www.hammerchisel.com)

Dorian Botsis [dbotsis@hammerchisel.com](mailto:dbotsis@hammerchisel.com), 617-390-3609

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

Yes, they use Aon Travel Professional Liability Insurance. Carrier is Steadfast Insurance. Liability coverage is \$1,000,000 for each occurrence and aggregate. Hammer & Chisel will buy short-term travel medical insurance. The policy carries a value in South Africa roughly equivalent to \$500,000. Medical care in South Africa is also significantly less costly and very equivalent in quality. This would also cover the cost of Med-Evac should that be necessary.

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

Once the deposit is made it cannot be refunded. The final payment can be refunded up until one month prior to the trip. If there is a wait list, a student on the list may take the spot and the student unenrolling will just pay the fee for the name change on the airline ticket.

**Describe how you will factor emergency cash into the trip budget.**

We should have about \$500 extra in the budget for emergency expenses. Anything additional will be covered by the insurance via Hammer & Chisel

**Describe how you will communicate with parents before and during the trip.**

We will create a google group email list to send and receive updates, photos and other info. Mobile phones will not be reliable and will be very expensive. If students have wifi they can use icchat and other apps

**Describe how you will communicate with administration during the trip.**

We will also primarily use email. If it is an emergency, we will make the international call from a Cape Town land line or send word to the Hammer & Chisel staff in Boston as a back up if we are not able to access phone lines in an emergency.

#### REQUIRED DOCUMENTS (May be combined)

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

**Signature of International Coordinator**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Head

Signature of Principal

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent

**Arlington Public Schools**  
**Student Out of State and Travel Abroad Application**  
**Rev. 9/26/16**

Today's Date 10/4/16

Trip Leader Name Rebecca Walsh Bradley  
School AHS Subject/Grade English, 11th and 12th  
E-mail address rwalshbradley@arlington.k12.ma.us  
Phone 781.996.9231.

### Trip Destination: City(s)/Country

## London and Environs

**Dates of Trip**

Departure Date 4/13/17

Return Date 4/21/17

### Method of transportation

Leaving from (school, airport) Logan Airport

**Purpose of Trip (check all that apply)**

x Cultural

x Educational

Home Stay

Sister City

**Student Exchange**

Other (describe)

Itinerary (attach additional documents as necessary)

Please see attached documents.

### **Describe the educational purpose and value of the trip?**

We will be visiting sites of historical, literary and cultural value, including Shakespeare's birthplace, Oxford University, the Globe theater (where we will see a performance), the Tate Modern museum, Stonehenge, and much more. Both chaperones are English teachers, and we will be tremendously excited to share our passion for literature in the places wherein many of the classics we teach were conceived.

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

The trip will take place over Spring Break; no school will be missed.

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)

The trip is open to all current AHS students.

## Cost of trip per student?

\$2,981.00

What is included in the trip?

Please see attached itinerary.

What is not included in the trip? What expenses will students incur during the trip?

Spending money and tips for tour guides are not included. (Explorica estimates tips at roughly \$53.)

Other Chaperones

Name	Tim Marten	School	AHS	Subject/Grade	English, 9th & 12th
E-mail address	tmarten@arlington.k12.ma.us	Phone	617.642.1040.		

Name	School	Subject/Grade
E-mail address	Phone	
Name	School	Subject/Grade
E-mail address	Phone	

**How do students register for the trip? Is there a payment plan? Describe.**

Yes. There is a \$50 deposit paid upon registration. The payment plan is five monthly payments of \$553.80, after an initial payment of \$212.00.

**Is there a process in place for students who have difficulty paying for the trip? (scholarships?)**

**Funds available?** There is one free spot for every six students signed up. If eighteen students sign up, we can offer one spot on the trip for free.

**Fundraising available?**

**Process for determining need?** We are still discussing how we will go about this. **This is a practice under development at the high school.**

Please list the name and contact information for the agency you are working with, if applicable. Explorica. 888.310.7120. Our Tour Center ID is: Marten-279

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

Yes, the cost of the Travel Protection Plan PLUS is included in the price. It covers lost tickets, passports, luggage, sickness as well as *Cancel for Any Reason* protection. Explorica uses TripMate insurance. See attached document for details.

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

Cancellation requests must be e-mailed to Explorica. See attached sheet for more information about the Travel Protection PLUS coverage.

**Describe how you will factor emergency cash into the trip budget.**

We are still discussing this contingency, but we will arrive at consensus soon.

**Describe how you will communicate with parents before and during the trip.**

We will have an informational session soon, and will communicate via e-mail afterwards. We will provide them with the phone numbers of all the hotels we will be using.

**Describe how you will communicate with administration during the trip.**

By phone and e-mail.

**REQUIRED DOCUMENTS (May be combined)**

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

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Name

Date

Signature of Department Head

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Name	Department	Date
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Signature of Principal

---

Name	School	Date
------	--------	------

Signature of Superintendent

**SAMPLE FORM**  
**Trip Policy Contract**

During school trips, students are “in school” for the entire trip. This means that all trip participants must comply with all school rules and policies and meet all other behavioral expectations for the trip for the duration of the trip, even in the evenings during usually private times. Violation of these expectations may lead a student to be sent home from the trip at their parents expense and may lead to school consequences when they return from the trip.

Participation in out-of-school trips is a privilege. The school must conscious of the safety of all students as well as the way in which the trip represents the school in our community. A student who within a month of the trip:

- Has been suspended from school.
- Is under suspension from extra curricular activities
- Is carrying a D or lower in any class
- Is in danger of receiving an FA due to attendance
- Experiences changes in medical conditions which may affect the safety of the student or trip.

will be subject to review by the administration along with an organizing faculty member from the trip

Exclusion from a trip for the reasons above will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

## AHS Trip Go Checklist - Complete these steps for all trips before departure.

- Meet with students and parents before departure to review school behavioral expectations. Share with administration (in-school rules apply for the entire trip). Parents and students sign a form that states they understand the behavioral expectations and consequences
- Trip leaders have checked State Department travel advisories and reviewed any reports with administration.
- Leave photocopies of all student and chaperone passports with Main Office
- Leave copies of itinerary and contact numbers (e.g., chaperones, hotels, trip sponsoring company, travel agents)

All trips must be approved before publicizing or scheduling.

- Complete International Trip application (See Mary Villano)
- Trip application reviewed, recorded, and signed by Mary Villano
- Trip approved by the Principal and Department Head (where appropriate) **before** submission to the Superintendent and School Committee.
- Trip approved by the Superintendent
- Trip approved by the School Committee.

Please check, sign, and return the principal before departure:

- Students accepted to the trip have all been screened (check with House Deans) and are in good standing in terms of behavior, attendance, and academics
- After students are accepted to the trip, all sign a Trip Policy Contract. Leave a copy with Administration.
- Students have all signed dates of deposits and understandings of refund policies (copy of file with administration).
- Students have completed school/trip medical form.
- Background check for non-school personnel traveling as chaperones or participants, if applicable.
- All non-school chaperones have signed Behavioral Expectations (if applicable).
- All parents sign the district release from liability language (can incorporate in other forms)

In the month before trip departure:

- Check for students who are in academic or behavioral difficulty. Check in with Deans
- All students remain in compliance of all criteria in Trip Policy Contract
- Check that all students and chaperones have current passports.
- Check that all students have round-trip tickets with names that match their passports and an itinerary that matches the rest of the trip.

- Prior to trip the Nurse has checked medical forms for medical issues (need release from doctor/counselor for any significant medical concerns).
- Prior to trip the Nurse has checked medical forms for appropriate insurance (e.g., some insurance does not cover them outside of the country).
- All checks must be made out to AHS General Fund with the event written in the memo unless payments are made directly to Tour Company.
- Group has emergency cash for the trip. This money is factored into the cost of the trip and a check to the advisor for cash is issued through the General Fund. Upon return, all receipts and any unused money is returned to the General Fund account International Fund).
- Recommend that a parent or guardian has a current passports in case they need to travel to meet their student.
- Consider whether students should have international cell phone access. Explore options.
- (organizers, travel agent) with Main Office and Administrative Contact.
- Confirm Administrative Contact: Janger cell: 781-434-8215.

Trip Leader Signature: \_\_\_\_\_ Date:\_\_\_\_\_

**SAMPLE FORM**  
**Trip Policy Contract**

During school trips, students are “in school” for the entire trip. This means that all trip participants must comply with all school rules and policies and meet all other behavioral expectations for the trip for the duration of the trip, even in the evenings during usually private times. Violation of these expectations may lead a student to be sent home from the trip at their parents expense and may lead to school consequences when they return from the trip.

Participation in out-of-school trips is a privilege. The school must conscious of the safety of all students as well as the way in which the trip represents the school in our community. A student who within a month of the trip:

- Has been suspended from school.
- Is under suspension from extra curricular activities
- Is carrying a D or lower in any class
- Is in danger of receiving an FA due to attendance
- Experiences changes in medical conditions which may affect the safety of the student or trip.

will be subject to review by the administration along with an organizing faculty member from the trip

Exclusion from a trip for the reasons above will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

## Frequently Asked Questions for Proposals

Please submit to the Building Principal, then

Superintendent Bodie for approval then the School Committee must approve.

Re: Community trip to \_\_\_\_\_, Today's Date \_\_\_\_\_

Q: When will the trip be?

A: The trip should be November 7-16.

Q: Who may go on the trip?

A: The trip is open to any resident of Arlington, or All participants on the trip must be over the age of 18 and have a valid passport for travel.

Q: Who is leading the trip?

A: \_\_\_\_\_, \_\_\_\_\_ for the Arlington Public Schools, and \_\_\_\_\_.

Q: How much does the trip cost? How will the students travel? What is included?

The trip will cost \$\_\_\_\_\_ for people who stay in homestays during the 5 nights in \_\_\_\_\_. This includes airfare from Boston to \_\_\_\_\_ airport on the way to \_\_\_\_\_, and from \_\_\_\_\_ (Boston on the return flight. The cost includes most meals during our stay \_\_\_\_\_. It includes all activities and transportation during our 5 days in \_\_\_\_\_ including transport from \_\_\_\_\_ airport. It includes the cost of coordinating the trip and the daily plans for the trip.

Q: What is not included in the trip cost?

A:

Q: What is the itinerary for our time in \_\_\_\_\_

A: \_\_\_\_\_

Q: I want to go! When is the money due? How will the spots be filled? How can I pay?

A:

Q: What if a student cannot pay:

A:

Please contact \_\_\_\_\_ or \_\_\_\_\_ to let us know that you plan to travel with us.

**ADDITIONAL QUESTIONS:**

Trip company providing? Evidence that they are reliable and insured? Companies' refund policy? Company contact information?

**Forms we need to create:**

Teacher Chaperone Checklist (Cheryl has an example)

Model Medical Form (review trip med. forms to make sure all are covered)

Release from liability

Consent to treat ([sample for ski club](#))

**Arlington Public Schools**  
**Student Out of State and Travel Abroad Application**

**Today's Date** 10/4/16

**Trip Leader Name** Marie Raduazzo

School: Matignon High School (retired)

E-mail address mrad\_eastwick@yahoo.com

Subject/Grade English / 9 - 12

Phone:

**Trip Leader:** William McCarthy

School: Arlington High School

Email: [wmccarthy@arlington.k12.ma.us](mailto:wmccarthy@arlington.k12.ma.us)

Subject/Grade: Administration/Grades 9 - 12

Phone: 781-864-5441

**Trip Destination: City(s)/Country**

Krakow, Poland and Prague, Czech Republic

**Dates of Trip**

Departure Date: June 22, 2017

Method of transportation : Airplane

Return Date: June 30, 2017

Leaving from Logan Airport, Boston MA.

Purpose of Trip (check all that apply)

Cultural

Educational

Home Stay

Sister City

Student Exchange

Other (describe)

**Itinerary (Documents Attached)**

**Describe the educational purpose and value of the trip?**

Students will explore the history and culture of Poland and the Czech Republic, with a particular focus on the events of World War II and the Holocaust. They will tour the Terezin concentration camp, Oskar Schindler's factory, and Auschwitz-Birkenau with Maria Raduazzo, National Endowment Holocaust Scholar.

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

No school will be missed with the current dates of the trip. If, because of snow days, students miss school, arrangements will be made with the school administration and staff to arrange for the administration of the final exams.

**Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)**

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

**Global Liability Insurance Plan**

- All EF Group Leaders are covered for the duration of their EF Educational Tour
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with AM best Ratings of A-
- Group Leaders and their schools are covered by EF's \$15 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

**Global Travel Protection**

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable coverage plan to their tours.

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

**EF's Peace of Mind Program**

- Teachers can work with EF educational Tours to change their tour's travel dates, modify their tour plans, find an all-new tour or cancel their tour up until 45 days prior to departure. When canceling in this time period, all travelers will receive a transferable travel voucher.
- With 44 days or less left until departure, teachers may still choose any of the above options if a formal Travel Warning is issued by the US Department of State for any country on your itinerary.

**Describe how you will factor emergency cash into the trip budget.**

Any emergency funds required while on the trip will be covered by the EF insurance or staff on an as needed basis.

**Describe how you will communicate with parents before and during the trip.**

**Before Departure:**

Parents and students will be able to attend a parent meeting with chaperones to discuss the trip, procedures and travel policies.

**During the trip**



***Educational Tours***

# **INTERNATIONAL TOUR PROPOSAL**

*Destination: Krakow and Prague*

Prepared for: Marie Raduazzo  
August 16, 2016

## *Your partner in global education*

As the **World Leader in International Education**, we've partnered with educators around the world for 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Language Immersion Tours, Service Learning Tours, Global Student Leaders Summits and Custom-Designed Tours—that provide in-depth exploration, authentic connections and hands-on experience. Every EF global program is designed to:

- Explore international destinations to gain awareness of global perspectives and connections
- Promote international understanding, respect for different cultures, language learning and global citizenship
- Align with school curricula to bring subjects, people, places and events to life
- Provide global settings to sharpen key 21<sup>st</sup> century skills—critical thinking, problem solving, communication, collaboration and global competence
- Develop interpersonal and leadership skills necessary to navigate new experiences with confidence and adaptability

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## *Our commitment to education*

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

### **Accreditation**

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI); North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

### **A standard of excellence**

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21<sup>st</sup> Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

### **weShare, a more engaging learning experience**

Students learn on a deeper level when their lessons connect to their own lives. Our weShare platform makes sure that happens on tour. It taps into each student's strengths and passions, helping them put a more personal lens on their experience. Their post-tour presentations and videos give them a chance to reflect on and share what they've learned, and even earn high school or college credit.

### **Earning credit**

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 7-12 can earn elective credit for completing assignments before, during, and after their EF tour, setting themselves apart from other college applicants.
- Students can earn college credit through our partnerships with accredited universities.

### **Accredited by:**



## *Our commitment to safety*

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

### **Worldwide presence**

As the largest international student travel organization, we have 500 schools and offices in more than 50 countries worldwide. With 37,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

### **Global Liability Insurance Plan**

- All EF Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$15 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

### **Global Travel Protection**

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable coverage plan to their tours.

### **EF's Peace of Mind Program**

At EF, we understand that plans can change due to unforeseen circumstances. EF's exclusive Peace of Mind Program ensures:

- Teachers can work with EF Educational Tours to change their tour's travel dates, modify their tour plans, find an all-new tour or cancel their tour up until 45 days prior to departure. When canceling in this time period, all travelers will receive a transferable travel voucher.
- With 44 days or less left until departure, teachers may still choose any of the above options if a formal Travel Warning is issued by the US Department of State for any country on your itinerary.

### **Highly respected in the industry by:**



## *We'll handle the details*

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

### **BEFORE TOUR**

#### **Support Team and resources**

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

#### **International Training Tours**

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

#### **Traveler account management**

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, coverage plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

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### **WHILE ON TOUR**

#### **Everything is included**

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

#### **Guided travel**

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

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### **AFTER TOUR**

#### **Program development**

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

## A day-by-day look at your tour

This is the itinerary page that students and parents will see in their tour day-by-day guide. It's just one of the many resources they'll receive in preparation for your tour.

### YOUR ITINERARY

#### Day 1: Overnight Flight

Board your overnight flight to Krakow!

#### Day 2: Krakow

##### Arrive In Krakow

Touchdown in Krakow, Poland's former capital and second-largest city. Krakow is one of the oldest cities in Poland dating back to the 7th century.

##### Walking Tour of Krakow (*time permitting*)

Enjoy the unspoiled splendor of Poland's former capital as you walk the narrow streets of Krakow's Old Town on your Tour Director-led walking tour. Hitler's armies were driven out of Krakow before they had a chance to destroy it, thus the city has retained its original charm.

#### Day 3: Krakow

##### Guided Sightseeing of Krakow

Set out on a guided tour of Krakow, the only major city in Poland to escape devastation during WWII. Visit Wawel Hill, perched high above the Vistula River, and Wawel Cathedral, where Polish Kings were crowned and the late Pope John Paul II once served as archbishop. Stroll through Glowny Square, passing beautiful Sukiennice Cloth Hall and the Jagiellonian University.

##### Visit St. Mary's Basilica

Visit this Gothic brick church located in the main square. It is famous for the wooden altarpiece carved by Veit Stoss, and if you stand outside, you will catch a glimpse of the trumpeter that plays the *Hejnał Mariacki* once an hour.

##### Visit Schindler's Factory

Take some time to explore this museum dedicated to the wartime experience in Krakow during the Nazi occupation from 1939-1945. Learn more about Oskar Schindler and his Factory of Enameled Vessels and the role they played during this time.

#### Day 4: Krakow

##### Guided Excursion to Auschwitz and Birkenau

Between 1940 and 1945, over 1.5 million people died at the Auschwitz and Birkenau death camps as a result of Hitler's "Final Solution" to rid Europe of Jews and other ethnic minorities. A chilling reminder of man's inhumanity, the camp has since been turned into a memorial museum. Observe a moment of remembrance for the 6 million victims of the Holocaust, and view a film about the horror of Auschwitz and the Third Reich. (*Pending availability due to limited group reservations*)

##### Exploration Time at Auschwitz and Birkenau

After your guided tour, spend some additional time exploring these sites with Ms. Rad - National Endowment Holocaust Scholar.

#### Day 5: Krakow

##### Guided Excursion to the Wieliczka Salt Mines

Take a trip out to tour the oldest salt mines in Europe. In operation for 700 years, these salt mines have over nine levels and over 300

kilometers of galleries with famous works of art, alters and statues carved out of salt. The oldest part of the mine is used as a museum now and spreads through 3 levels ranging from 64 to 135 meters below the surface

#### Participate in a Workshop at the Galicia Jewish Museum

Visit the Galicia Jewish Museum in Krakow, where you will get the chance to hear from a Holocaust survivor or to participate in an educational workshop. (*Pending availability*)

#### Day 6: Krakow | Prague

##### Transfer to Prague

Encounter the legendary beauty of Prague, former capital of the Holy Roman Empire. Dubbed the City of One Hundred Spires, the city boasts an enchanting mix of diverse architecture, Bohemian culture, and storied history. Despite many recent changes, the undeniable charm of centuries past still permeates from the cobblestone streets and countless gothic spires piercing the skies.

##### Walking Tour of Prague

Follow the coronation route on your Tour Director-led walking tour. As you stroll through the city, pass the concert hall in which Mozart himself conducted the premiere of *Don Giovanni*.

#### Day 7: Prague

##### Exploration Time in Prague

Enjoy time to discover the wonders of Prague on your own. Because of the compactness of the city, you may wander from the city's castle district, across a medieval bridge, and drink a leisurely coffee on Wenceslas Square in under half an hour. Consider a visit to the birthplace of Franz Kafka, the National Gallery, or the Jewish Museum. Wander through the elegant Wallenstein Gardens or browse for locally made crystal and glassware.

##### Excursion to Terezin

Travel to the fortress town of Terezin. During World War II the entire population was evacuated and this quaint, medieval town was used as a concentration camp for some 140,000 Jewish detainees. Terezin was twice beautified for a visit by the Red Cross, who were wholly fooled by the town's true purpose. Visit the Ghetto Museum, which displays artifacts and artwork by the Jewish prisoners, and documentary films depicting this dark chapter in the town's history.

#### Day 8: Prague

##### Guided Sightseeing of Prague

Your tour begins at the celebrated Prague Castle (Hradcany). In the castle's courtyard, you'll visit the magnificent St. Vitus Cathedral, which took over 600 years to complete. On the nearby Golden Lane, royal alchemists once labored (unsuccessfully) to turn lead into gold. More recently, on the same street, Franz Kafka turned his angst into some of the century's finest fiction. You'll also stroll through the quaint, cobble streets of the Mala Strana, the backdrop for Milos Forman's *Amadeus*. Cross the Charles Bridge, adorned with 30 beautiful baroque statues, to the 13th-century Old Town (Staré Město). Here you'll see Market Square, famous for its 15th-century astronomical clock.

#### **Gilded Sightseeing of Prague's Jewish Quarter**

A local guide will lead you on a stroll through Josefov, Prague's Jewish Quarter. For centuries Jews were forced to live separately in Josefov and were then purged under Nazi occupation in World War II. Today Josefov stands in loving memory of Judaism in Central Europe. You will visit the unique Old Jewish Cemetery, the Jewish Museum and the Old-New Synagogue and the Spanish Synagogue.

#### **Day 9: Depart for Home**

##### **Transfer to the Airport for Your Return Flight**

Your Tour Director assists with your transfer to the airport, where you'll check in for your return flight home.

Itinerary is subject to change

For complete financial and registration details, please refer to the Booking Conditions at [www.aftours.com/bc](http://www.aftours.com/bc).

## Price details

In addition to the support you receive before and after tour, along with the logistical support you receive on tour, your guaranteed lowest price covers all of the details.

### TOUR PRICE QUOTE

Destination: Krakow and Prague

PREPARED FOR  
Marie Theresa Raduazzo

PREPARED ON  
August 16, 2016

YOUR TOUR NUMBER  
1873837MS

YOUR TOUR WEBSITE  
[www.eftours.com/1873837MS](http://www.eftours.com/1873837MS)

#### GUARANTEED LOWEST PRICE

Based on a private tour with 30 - 34 paying travelers  
Price valid for travelers enrolled August 16, 2016 - August 31, 2016

#### Student

\$3,232 or \$349 / 9 mos

#### Adult

\$3,567 or \$386 / 9 mos

#### PRICE BREAKDOWN

Program Price	\$3,197
Private Group (30-34 paying)	FREE
Weekend Supplement	\$35

Protect your travelers with the Global Travel Protection Plan for \$155. Ask your Tour Consultant for details.

Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [eftours.com/baggage](http://eftours.com/baggage). All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit [eftours.com/bc](http://eftours.com/bc).

#### Your travel details

TOTAL LENGTH  
9 days

DEPARTING FROM  
Boston (MA)

REQUESTED TRAVEL DATES  
Thursday, June 22, 2017 - Friday, June 30, 2017

#### YOUR DEPARTURE DATE RANGE

EARLIEST ● REQUESTED  LATEST  
Sun. Jun. 18 Thu. Jun. 22 Mon. Jun. 26



#### Your experience includes

##### AN ALL-INCLUSIVE TOUR

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.eftours.com/1873837MS](http://www.eftours.com/1873837MS).

##### FULL-TIME TOUR DIRECTOR

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

##### EXPERT LOCAL GUIDES

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

##### WE SHARE—ACCREDITED LEARNING

Our online learning platform engages students in activities before, during and after tour, with the option to create a final project for academic credit.

##### CONTINUOUS SUPPORT

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

##### WORLDWIDE PRESENCE

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

##### 24-HOUR EMERGENCY SERVICE

Travelers and their families can count on EF's dedicated emergency service team.

##### PEACE OF MIND PROGRAM

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at [eftours.com/peaceofmind](http://eftours.com/peaceofmind).

## *Important final details*

### **The EF Price Guarantee**

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.

Sincerely,

Courtney Sewell  
Global Education Consultant  
617-619-1952  
[Courtney.sewell@ef.com](mailto:Courtney.sewell@ef.com)

Krakow and Prague  
Tour 2017

In a few short weeks, you will be preparing for our tour of Prague and Krakow. For some of you, this will be your first time on an airplane, and for some, this will be the first time you have been thousands of miles away from home.

You will be exposed to different languages and dialects being spoken by people with different customs from your own. Your impressions of Poland and Czech Republic will very much depend on how you deal with being a stranger in a strange land. You are a visitor and must learn to cope with the differences that surround you. You should not expect things to be the same, but this is what makes travel fun. The telephone system may seem insufficient, the currency too complicated, and the food rather strange. There may even be some delays and inconveniences. Try to come to terms with all of these with calmness and an open mind. People will be friendly and helpful if you come across in the same manner. Do not look at everything through the lens of a camera before looking at it with your own eyes. Your memory will give you more pleasurable moments than hasty snapshots. Some of the things you learn can and will last a lifetime.

When you travel with EF, you will be traveling as a part of a large group. The scheduled activities are group activities, and you are expected to participate so that you really learn something during your experience. By doing so, you will be getting the most of your trip. As a member of a group, therefore, you carry certain responsibility- not just for yourself and to your teachers and parents, but to others as well.

EF has devised a series of rules and regulations that are designed to help while traveling. They are no more than simple common sense. By the same token, they help ensure your safety and it's your responsibility to follow them at all times.

No traveler is permitted to carry knives, firearms, or any other dangerous weapons.

No verbal abuse will be tolerated.

No traveler is to be in possession of narcotics or liquor. Immediate dismissal from the trip is required for a traveler violating this regulation. No Smoking.

You are expected always to have breakfast and dinner with your group unless special permission has been obtained from a chaperone.

No traveler is permitted to rent a motor vehicle of any kind.

No traveler is permitted to obtain any body piercing and / or tattoos.

No traveler is allowed to change the flight seat assigned or be "bumped." The traveler must see a chaperone.

Do not open the door at the hotel unless you know the person. Always call the teacher before opening the door at a hotel for someone you do not know.

\*No mixed sex room visits are allowed. You visit and "hang-out" in the lobby of the hotel (remember noise level and 10:00 p.m. "sound curfew").

October 6, 2016  
AHS Tour of Poland and Czech Republic

## Release

Description:  
Destination:  
Dates:  
Methods of:  
Purpose of:  
Person in activity:

Educational Travel/Cultural Enrichment  
Krakow Poland and Czech Republic  
June 22 to June 30, 2016  
Airplane, bus, walking,  
Exploring other cultures  
Mr. William McCarthy

We (I) the parent/guardian(s) of \_\_\_\_\_ and the said  
(Traveler)

\_\_\_\_ hereby release the Town of Arlington and all of its agents or  
(Traveler)  
employees from liability, suit or claim of any kind for damages of property or personal injury

nature to said \_\_\_\_\_ arising out of any said Town's employees or  
(Traveler)  
alleged negligence / or failures to act, which caused such damage or injury while, said

\_\_\_\_ was within the custody of said employees or agents while at and  
(Traveler)  
on the way or return from the above described activity.

\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_ Traveler Signature \_\_\_\_\_ Date

\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_ Emergency Name \_\_\_\_\_

\_\_\_\_ Medical Plan or Insurance \_\_\_\_\_

\_\_\_\_ Emergency Phone # \_\_\_\_\_

\_\_\_\_ Medical Plan # \_\_\_\_\_

\_\_\_\_ Emergency Address \_\_\_\_\_

\_\_\_\_ Allergies to food or medication \_\_\_\_\_

Krakow and Prague  
Tour 2017

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October 6, 2016  
AHS Tour of Poland and Czech Republic

## Release

Description of Activity:

Educational Travel/Cultural Enrichment

Destination:

Krakow Poland and Czech Republic

Dates:

June 22 to June 30, 2016

Methods of travel:

Airplane, bus, walking,

Purpose of Activity:

Exploring other cultures

Person in charge of Activity:

Mr. William McCarthy

We (I) the parent(s)/guardian(s) of \_\_\_\_\_ and the said

(Traveler)

hereby release the Town of Arlington and all of its agents or

(Traveler)

employees from any liability, suit or claim of any kind for damages of property or personal injury

nature to said \_\_\_\_\_ arising out of any said Town's employees or

(Traveler)

alleged negligent and / or failures to act, which caused such damage or injury while, said

\_\_\_\_\_ was within the custody of said employees or agents while at and

(Traveler)

on the way or return from the above described activity.

---

Parent/Guardian Signature

Date

---

Traveler Signature

Date

---

Parent/Guardian Signature

Date

---

Emergency Name

---

Medical Plan or Insurance

---

Emergency Phone #

---

Medical Plan #

---

Emergency Address

---

Allergies to food or medication